



**AGENDA
PUBLIC NOTICE**

**Regular Meeting of the Finance Sub Committee
Wednesday, January 22, 2025
2:00 PM**

First 5 Riverside County
585 Technology Ct
Riverside, California 92507

This notice shall confirm the Regular Meeting of the Finance Sub Committee of the Riverside County Children and Families Commission.

Note: If special accommodations are needed to participate in this meeting, please contact Lynn Stephens, Executive Assistant IV, at (951) 955-0200 during regular business hours of the Riverside County Children and Families Commission (Monday-Friday 8:00 a.m. – 5:00 p.m.).

Note: Public Comments will be taken on agenda items at various times during the meeting. Please submit a Request to Speak form to the Executive Assistant IV at any time before or during the meeting indicating the item you wish to address.

Note: Please place all cellular phones on vibrate or off mode during the meeting.

- A. Call to Order – Zachary Ginder, Commission Chair**
 - A.1. Pledge of Allegiance
 - A.2. Roll Call – Lynn Stephens, Executive Assistant IV
- B. Public Comments (for items not listed on the agenda) – Zachary Ginder, Chair**
- C. Commission and Advisory Committee Business – Zachary Ginder, Chair**
 - C.1. Recognition of Martin Luther King Jr. and Riverside County EAO Updates
 - Barry Knight, Riverside County Equity, Access, and Opportunity Officer

STEPS TO GATHERING EAO DATA

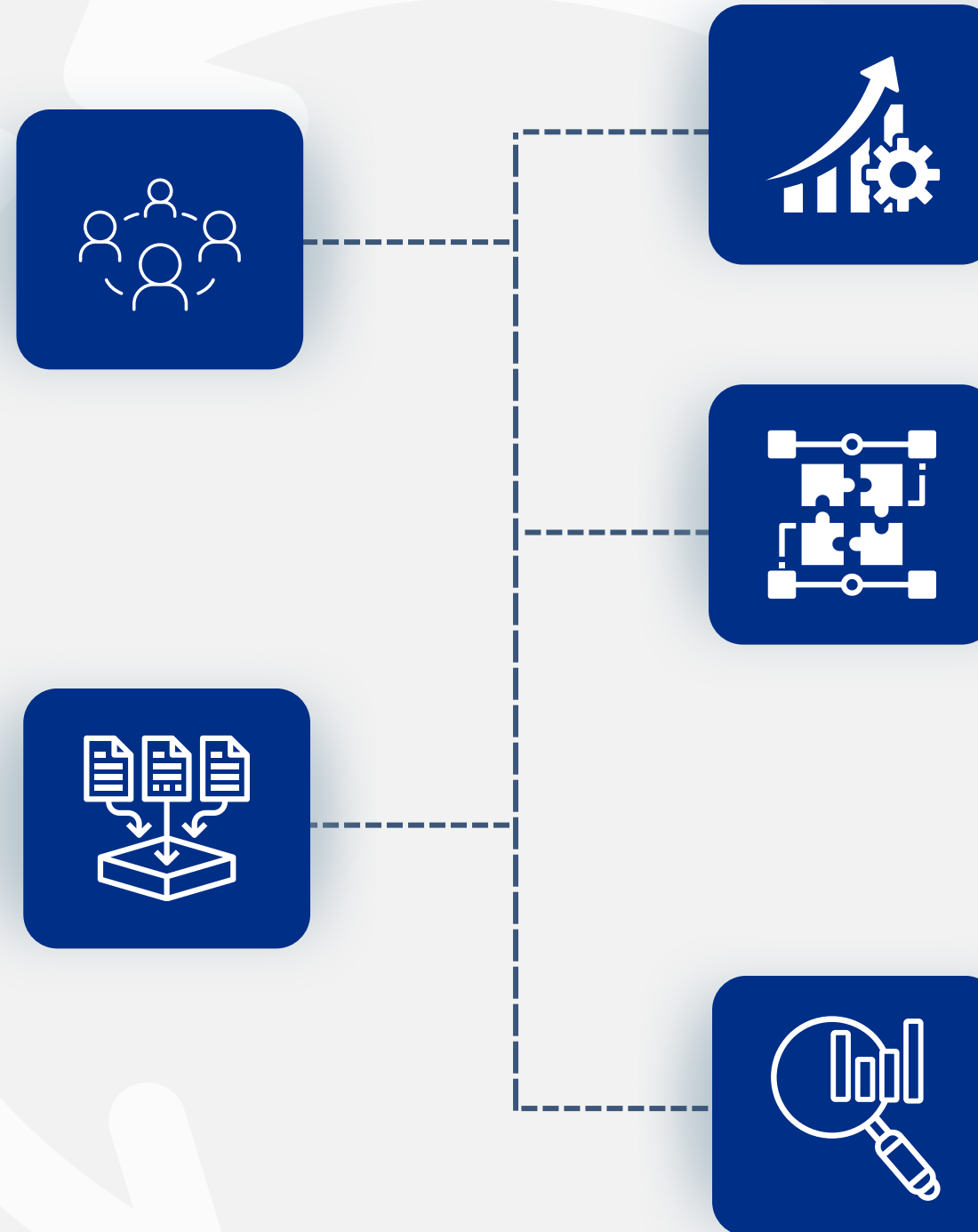
1. Understand your community.

- What demographic data do we currently collect?*
- Where do our customers come from (zip code or geographical region)?
- Who is accessing our services/coming to the attention of the department (least to most)?
- How do clients move through our system (and/or how are residents impacted by our services)?
- What is the goal for every client who moves through our system?
- *What are the outcomes based on services accessed?*
- *Who benefits most/least from our system?*
- *Which group/community faces barriers to accessing our services?*
- Who are we missing?
- Who or where do most complaints come from?

2. Collect data (5-10 years if possible) and create dashboards.

Based on the questions, gather data and disaggregate to their smallest, most relevant unit. It will also be vitally helpful to crowdsource and solicit insights from "across ranks" - boots on the ground up to leadership about data collection processes and structure.

**Baseline demographic data essential to collect include: race/ethnicity; age; gender/sexual identity; marital/family status; zip code/census tract; household income; employment status; educational level; primary language; disability status; veteran status; housing status*



5. Continuously measure impact, adjust accordingly, and improve the strategy.

By regularly measuring outcomes, you can identify areas for enhancement, respond to changing circumstances, and drive sustained progress towards your goals.

4. Create a Strategic Equity Plan.

Develop a Strategic Equity Plan that includes goals and objectives on how your department plans to eliminate disparities and inequities, establish collaborative partnerships, and the indicators you will use to measure success.

3. Analyze data.

Look for comparisons (among race/ethnicity, age, gender, etc.), disparities, inequities, and disproportionate outcomes. Also, consider conducting qualitative surveys and community listening sessions to contextualize quantitative data. Ask:

- What is data telling us about the different demographics we serve and their outcomes?
- How do we contribute to any disparity (consider policy and procedure/practice)?
- How have things been changing over time and what does this tell us?
- Who are we missing (also ask to focus groups)?
- What can we start working on now?
- Who/what do we need to be successful?

- C.2. Commissioner Recognition for Stephanie Yost, Supervisor V. Manuel Perez, and Dr. Zachary Ginder - Tammi Graham, Executive Director and Lynn Stephens, Executive Assistant IV
- C.3. Oath of Office for Commissioners - Supervisor Chuck Washington and Dr. Takashi Wada - Breanna Smith, Clerk of the Board Executive Assistant; Kristine Bell-Valdez, Supervising Deputy County Counsel
- C.4. Advisory Committee Comments
- C.5. Director's Report – Tammi Graham, Executive Director; Yvonne Suarez, Assistant Director; Charna Widby, Deputy Director; Michael Knight, Deputy Director
- C.6. Public Information Report - Sean Pravica, Senior Public Information Specialist and Michelle Rodriguez, Public Information Specialist
- C.7. Commissioner Comments
- C.8. First 5 Riverside County Commission Annual Chair and Vice Chair Process/Election - Kristine Bell-Valdez, Supervising Deputy County Counsel
- D. **Presentation/Information Items – Chair**
 - D.1. Riverside County Office of Education (RCOE) Presentation - Jennifer Beggs, Executive Director and JoAnne Lauer, Assistant Superintendent



**RIVERSIDE COUNTY
OFFICE OF EDUCATION**

EDWIN GOMEZ, Ed.D. | County Superintendent of Schools

Division of Early Education Services
Early Care and Education
Program Updates

January 22, 2025

First 5 Riverside County, Children and Families Commission

Jennifer Beggs, Executive Director





Division of Early Education Services
Early Care and Education



RIVERSIDE COUNTY

Early Care and Education

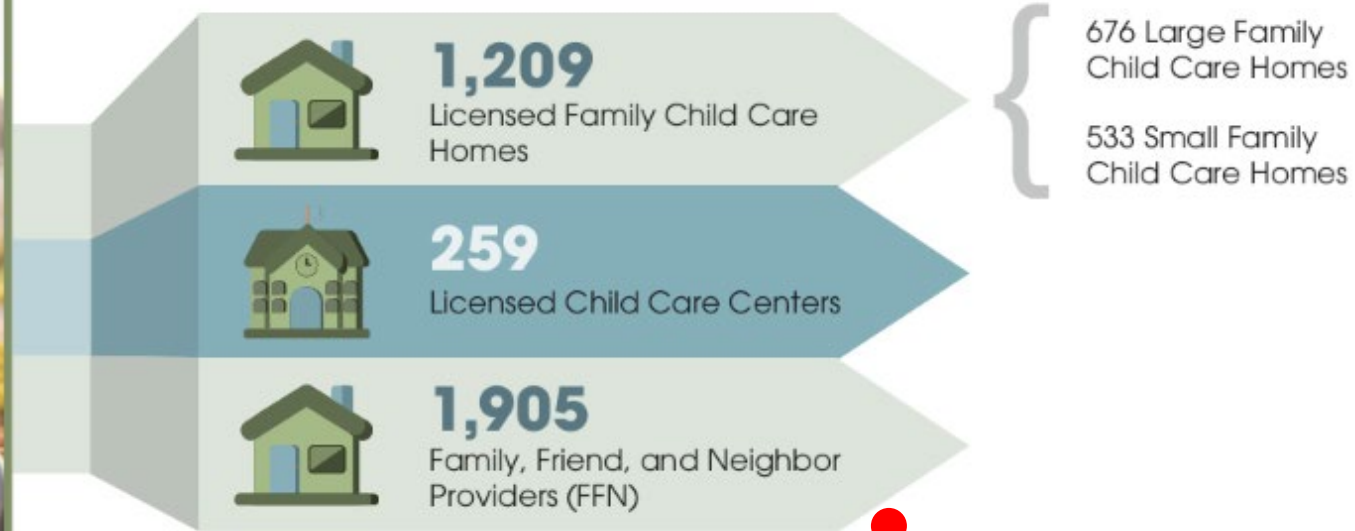
*Annual
Report*

2023-2024





ECE provides child care and development services for Riverside County families by helping parents locate licensed child care and community resources, assisting low-income families with child care costs, and providing access to resources to support the quality and capacity of our child care providers.



Support for foster youth and their families and caregivers through resources and emergency care

22,288

Children and family service outreach efforts in 23/24 FY

UPK (Universal PreKindergarten) support and information

Partnerships with First 5 Riverside County, Dept. of Public Social Services (DPSS), and CSU San Bernardino (CSUSB)

39,065

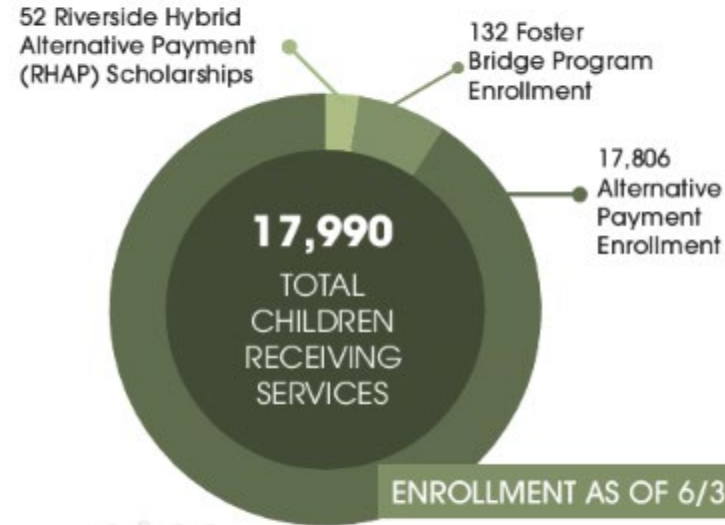
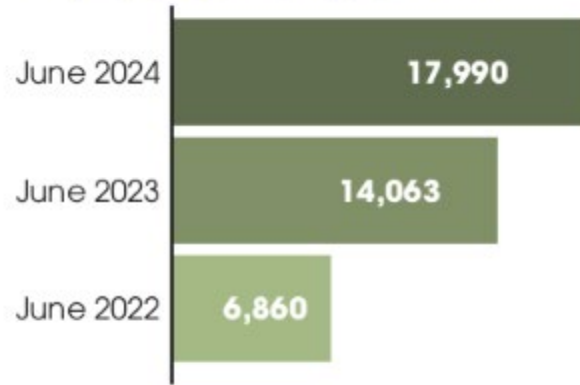
Child Care Referrals

29,369

Trauma-Informed Care (TIC) Training Hours

Enrollment Information

ENROLLMENT GROWTH OF OVER
162% SINCE 2021/2022 FY



Over 162% growth since June 2022

SCAN THE QR CODE FOR
ADDITIONAL ENROLLMENT
INFORMATION AND
APPLICATIONS.



Program Highlights

FOSTER BRIDGE

Provides resources and emergency care to families referred to us by DPSS

Over 68% of children referred to us were fully enrolled into quality care in 2023/2024.

RESOURCE & REFERRAL

Assists parents and caregivers in locating licensed child care and community resources

In 2023/2024, we provided over 39,000 child care referrals and over 6,750 technical assistance calls to potential and current child care providers.

ENROLLMENT OUTREACH

Eligible families are contacted for potential services on a monthly basis

Follow the QR code on the prior page to submit your application today and see if you qualify for child care assistance.

Continued cultivating connections to meet the needs of special populations in the community

New office locations at Mecca Farmworkers Service Center, Lake Elsinore, and Riverside

Expanding outreach in East Coachella Valley, Mecca, Blythe, and Lake Elsinore

Early educator training and support
Back to School Resource Fairs

Health and safety trainings for staff and providers



Quality Start Riverside County (QSRC) /
Quality Rating Improvement System (QRIS)

Supports quality improvement in early education and child care settings through coaching, training, self-assessments, and participation incentives



Riverside Hybrid Alternative
Payment Program (RHAP)

Provides child care scholarships and temporary scholarships for Migrant Head Start Program families, as well as incentivized provider reimbursement for QSRC providers

Universal PreKindergarten (UPK)
Supports and Resources

Provides training and support to Transitional Kindergarten (TK) staff in the areas of Early Math and Trauma-Informed Care, as well as parent education on available UPK options



Quality Early Learning Services Symposiums

Save the Dates

2024-2025 SCHEDULE

DATE	TIMES	THEME	LOCATION	MAX CAPACITY	CONTENT AREA/IN SUPPORT OF
9/14/24	8:30 a.m. - 3:30 p.m.	Equity, Inclusion, & Belonging Through Early Literacy	Riverside County Office of Education Conference Center	250	Equity & Inclusion and Literacy by 5th Grade Initiatives
2/1/25	9:00 a.m. - 2:00 p.m.	Working with Foster Youth/Resource Families	Riverside County Office of Education Lake Elsinore Admin Building	50	Foster Youth Success Initiative
3/22/25	8:30 a.m. - 3:30 p.m.	Leadership Development	Riverside County Office of Education Conference Center	250	Leadership Development Supporting Mental Health and Financial Literacy Initiatives
5/17/25	8:30 a.m. - 3:30 p.m.	Play Based Learning	Riverside County Office of Education Conference Center	250	Play-Based Learning Supporting UPK & Early Education Environments
6/2025	8:30 a.m. - 3:30 p.m.	Special Needs/Inclusive Environments	Desert Region TBD	250	Equity & Inclusion Initiative

All symposiums funded through QCC QI and R&R funds.

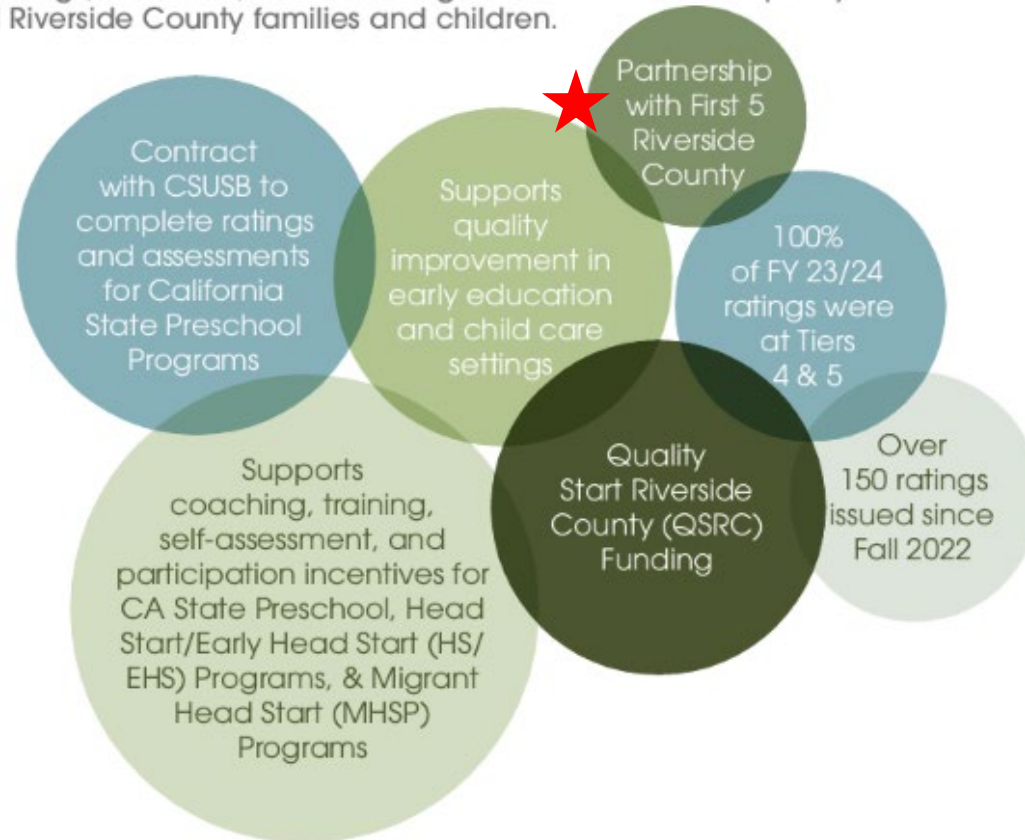
In support of



Quality Start Riverside County

Through Quality Start Riverside County (QSRC), a collaboration with First 5 Riverside County, all early education settings and child care provider types are eligible to receive support to positively impact the quality of services available to children. While California State Preschool Programs are formally rated and assessed, all other programs receive needed trainings, resources, and coaching to build and sustain quality services for all Riverside County families and children.

FOR MORE INFORMATION
ON QSRC, FOLLOW THE
QR CODE BELOW



DECEMBER 2024

EARLY EDUCATION SERVICES UPDATE

EARLY EDUCATION SERVICES ENROLLMENT

TOTAL ENROLLMENT BY MONTH, FY 24-25



Total Children on Eligibility List (All Ranks)
1,188

November Outreach for CAPP Enrollment
792 Families
1,197 Children

Resource & Referral
2,094 Child Care Referrals Completed

Family and Provider Support - Family Resource Centers
(Desert Hot Springs and Blythe)
48 Parent/Providers Fiscal YTD

As of December 1, 2024

Children enrolled in Early Head Start/Head Start (EHS/HS), Migrant Head Start Program (MHSP), California State Preschool Program (CSPP), and California Center-Base California Center-Base Program (CCTR).

Children enrolled in California Alternative Payment Program (CAPP), CalWORKs Stages 2 and 3 (C2AP and C3AP), Riverside Hybrid Alternative Payment Program (RHAP), and Foster Bridge (Bridge).

SUBSIDIZED CARE PROGRAM SUPPORTS

Transition of Family, Friend, & Neighbor Providers to Licensed Family Child Care Homes On-Boarding New Providers - Fiscal YTD

New Licensed Family Child Care Homes 24 = **198** Child Care Slots

Riverside Hybrid Alternative Payment Program (RHAP) Incentives - Number of Quality Start Sites Receiving RHAP Incentives - Fiscal YTD

173 Unduplicated Providers **1,569** Children

RHAP Service Supports for Migrant Head Start Program Transition to CAPP - Fiscal YTD

158 Families **192** Children

COMMUNITY SUPPORT

Workforce Development

- \$2,718,400** YTD Early Education Teacher Development Grant Stipends issued
- 63** Graduates from CCIP YTD (Child Care Initiative Project)
- 6,104** hours of training provided for 106 participants (Trainings provided in support of the Superintendent's Financial Literacy, Equity & Inclusion Practices, and Literacy by 5th Grade Initiatives)
- 16** UPK/TK/Inclusion Training
- 17** Passport Training Series
- 27** Superintendent Initiative Focused Training
- 46** UPK Symposium

Continuing Education Opportunities

- MHSP/UCR Partnership Participation
- 73** Participants YTD

Locations and Contact Information

ECE REGIONAL OFFICE LOCATIONS

Riverside – 14th St.
3610 14th St,
Riverside, CA 92501

Murrieta
24990 Las Brisas Rd,
Murrieta, CA 92562

Riverside – Almond
4101 Almond St,
Riverside, CA 92501

Lake Elsinore
575 Chaney St,
Lake Elsinore, CA 92530

Indio
47-110 Calhoun St,
Indio, CA 92201

Mecca
91-275 66th Ave,
Ste 600
Mecca, CA 92254

RIVERSIDE COUNTY OFFICE OF EDUCATION

3939 13th St,
Riverside, CA 92501

For more information on our programs and services, please visit us at rcoe.us and find Early Care and Education, or call us at (800) 442-4927.

Special Contracts

CHILD CARE INFORMATION

**Resource & Referral
and Eligibility List**
RandR@rcoe.us

Foster Bridge Program
fosterbridge@rcoe.us

Quality Start Riverside County
(951) 826-6699

PROVIDERS

Provider Training Opportunities
(800) 442-4927

Provider Portal Support
(951) 826-6655

OTHER EES PROGRAMS

**Head Start, Early Head Start,
California State Preschool
Program, and General Child Care
Center-Based (CCTR)**
(800) 600-1800

Migrant Head Start Programs
(760) 337-1555

Universal PreKindergarten (UPK)
upk@rcoe.us



Early Education Services Program Leadership

Assistant Superintendent

JoAnne Lauer

Executive Directors

Early Care and Education (ECE): Jennifer Beggs

Early Education Programs (EEP): Joseph Nieto III

Migrant Head Start Programs (MHSP): Jose Martinez



Questions?





**RIVERSIDE COUNTY
OFFICE OF EDUCATION**

EDWIN GOMEZ, Ed.D. | County Superintendent of Schools

Thank you!

Jennifer Beggs

jbeggs@rcoe.us

(951) 826-6608

D.2. Inland So Cal United Way - Guaranteed Income Project Presentation - Kimberly Starrs, President and CEO and Dr. Danielle Kilchenstein, DrPH

GUARANTEED INCOME PILOT UPDATES

Kimberly Starrs, MBA, CFRE
President & CEO

Danielle Kilchenstein, Dr.PH
Executive Director of Guaranteed Income



Inland Southern
California
UNITED WAY



GUARANTEED INCOME OVERVIEW & GOALS



First Statewide GI Pilot: CA Dept of Social Services
Seven Sites Serving Pregnant People or Former Foster Youth

Goals

- Pilot & Evaluate GI as Economic Model & Intervention to Improve Life Trajectories Through Transitional Phases
- ISCUW Serves Both Groups; RCT; Financial Coaching

Timeline

- Open Enrollment: Feb - Aug 2024
- GI Disbursements: 18 Months: 2024 - 2026
- Match Funding Requirement Generously Provided by First 5 Riverside County - **Thank You!**





PILOT DESIGN

Eligibility

- Residence, Income, Pregnancy Status (27 weeks)
 - Certain Benefits Waivers Secured

Enrollment

- Statewide = Over 3,000 Treatment/Control
 - Various Payment Amounts & Durations
 - ISCUW = Approx. 20% Statewide Rep
- ISCUW Pregnant Group
 - Treatment = 409
 - Control = 135





PILOT DESIGN

Case Management & Wrap Around Services

- Case Coordination & Closed Loop Referrals
- Whole Person Health Score to Develop Plans

Research & Analysis

- Statewide Survey (Urban Institute) 3 x Each Participant
- Local Survey (Claremont McKenna College) 3 x Each
 - Starting Mid Point Surveys

Community Focus

- Focus Groups; Community Advisory Council
- Story Capturing



INITIAL RESULTS & LESSONS LEARNED



Enrollment

- 409 Pregnant People Receiving \$600 Mo/18 Mo
- 135 Pregnant People Receiving \$20 Mo/18 Mo

Learnings:

- Closed Enrollment Period Early Due to High Demand/Apps
- Extended Enrollment Time Needed for Documents
- Benefits Waivers Critical to Participation





INITIAL RESULTS & LESSONS LEARNED

- Over 30 Cities Represented, Covering All Supervisorial Districts
 - D1=115, D2=40, D3=37, D4=112, D5=105
- Hispanic Latino = 60%, Black =13%, White = 13%
 - Also Asian, Middle Eastern, Native Hawaiian, Native Indian
- Almost 90% Household Income Less than \$50,000
- 6.7% Report Disability, 24% Homeless/Housing Insecure

Learnings:

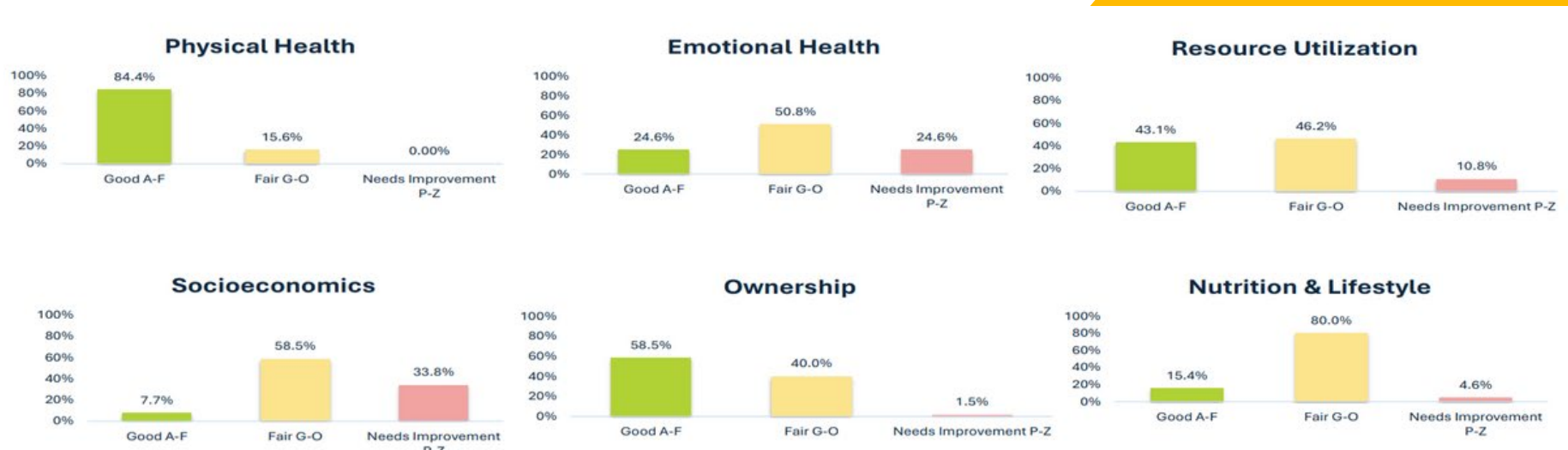
- Attempts to Enroll/Serve and Equitable Distribution of the Region in GI Was Successful





INITIAL RESULTS & LESSONS LEARNED

- Whole Person Health Score



Lessons Learned

- High Needs for Basic Necessities- Housing, Food, Diapers
- Community Partners Key: First 5 Riverside County Referrals etc.



NEXT STEPS

- Continue Case Management & Wrap Around Services
- Data Capturing & Story Collection
 - Surveys, Focus Groups, Diary, Documentary
- Connecting Participants to Each Other & Resources
- Explore Options for Continuing Pilot



STORIES & INITIAL FEEDBACK

“GI really helped me to survive when I was on maternity leave.”

“It has really helped me feel more secure about my bills and get food and necessity when we have needed it.”

“It helps but I only get \$20 monthly so it helps for a lift and a little food at the dollar store”

“It’s saved our life thru the summer, and helping me when I am unable to get out in the extreme heat”

“I’ve been able to pay off some of my debt”

“It’s been extremely helpful for our family as it has been helping us to pay our rent”

“I know it will help provide food daily where we used to have to eat just rice and beans and bread I can now add more to the plate as well as help with some bills and relief financial struggles.”

“I’m just extremely grateful. I wasn’t able to work with this pregnancy. It’s been hard.”



THANK YOU!

Questions or comments?



Dr. Danielle Kilchenstein
Danielle@iscuw.org



D.3. Information Only - Notification of Cal Works Home Visiting Program Reduction and Elimination of Planned RFP for Expansion of Services



AGENDA ITEM: D.3.
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

NOTIFICATION OF CALWORKS HOME VISITING PROGRAM REDUCTION AND ELIMINATION OF PLANNED RFQu FOR EXPANSION OF SERVICES

SUMMARY OF INFORMATION

Due to a reduction in Riverside County's allocation from \$5,484,857 to \$3,480,049 (a decrease of \$2,004,808), the previously approved Request for Qualifications (RFQu) for expanding Home Visiting capacity has been canceled.

BACKGROUND

On October 23, 2024 (Action Item 24-33): Commission approved the development and release of Request for Qualifications (RFQu) for a community home visiting multi-model investment, aimed to expand existing evidence-based home visitation models administered by various service provider organizations in Riverside County. The funding for this expansion was to come from the allocated California Department of Social Services (CDSS) CalWORKs funding, with an investment not to exceed \$1,562,931.

On March 8, 2023 (Action Item 23-13): Commission approved Memorandum of Understanding (DPSS-0000619) with County of Riverside Department of Public Social Services for an amount not to exceed \$44,558,280 effective July 1, 2023 – June 20, 2028, for CalWORKs Home Visiting Services (CWHVP).

The CDSS Fiscal Year 2024-2025 allocation for Riverside County is \$3,480,049, reflecting a reduction of \$2,004,808 from the previous Fiscal Year's allocation of \$5,484,857. Commission staff anticipates that cumulative contractor expenditures for Fiscal Year 2024-2025 will remain within the reduced allocation. Staff will continue to

monitor program expenditures and funding allocations to ensure they align with the revised budget.

BUDGET IMPACT

The FY 2024-2025 Budget will be adjusted to reflect the reduction in the CalWORKs funding allocation for the Home Visiting initiative.

STRATEGIC PLAN RELEVANCE

Goal Area 2 - Comprehensive Health & Development (42200)

POTENTIAL CONFLICTS OF INTEREST

None Known.

- E. **Consent Items – Chair** (a copy of all action items and attachments can be viewed at www.rccfc.org and at the Commission Business Office)
 - E.1. Approve First 5 Riverside County Draft Commission Meeting Minutes - October 23, 2024 Session

MINUTES
FIRST 5 RIVERSIDE COUNTY
Commission Regular Meeting
Wednesday, October 23, 2024
2:00 PM

Commissioners Present: Zachary Ginder, Edwin Gomez, Kimberly Saruwatari, Charity Douglas, Stephanie Yost, and Elizabeth Romero

Commissioners Absent: Jose Campos, Supervisor V. Manuel Perez

Commissioners Vacancy: District V

Administrative Staff Present: Tammi Graham, Executive Director; Yvonne Suarez, Assistant Director; Charna Widby, Deputy Director; Michael Knight, Deputy Director; Lynn Stephens, Executive Assistant IV; Marinus Van Eenennaam, Administrative Service Manager I; Carol Abella, Regional Manager; Sean Pravica, Senior Public Information Specialist; Michelle Rodriguez, Public Information Specialist; Martina Guevara, Commission Coordinator; Victor Lopez, Business Process Analyst II

Legal Counsel: Kristine Bell-Valdez, Supervising Deputy County Counsel

A. Call to Order – Zachary Ginder, Commission Chair

1. Pledge of Allegiance – Commissioner Douglas
2. Roll Call – Lynn Stephens, Executive Assistant IV

B. Public Comments (for items not listed on the agenda) – Zachary Ginder, Chair

C. Commission and Advisory Committee Business – Zachary Ginder, Chair

1. Advisory Committee Comments – Tammi Graham, Executive Director on behalf of Advisory Chair, Margiotta
Ms. Graham provided highlights of today's meeting, including Oath of Office administered to newly appointed Advisory Member Diehl Hope, HealthySteps presentation by Sarah Nolan, and updates by First 5 Public Information Specialists Sean Pravica and Michelle Rodriguez.
2. Public Information Updates – Sean Pravica, Senior Public Information Specialist and Michelle Rodriguez, Public Information Specialist

Mead Valley Town Hall - First 5 honored Supervisor Jeffries for his contributions to the community and recognized his upcoming retirement.

Mead Valley Pumpkin in the Park family engagement event.

Mr. Pravica also highlights upcoming events: State of the County, First 5 funded child care center in Blythe Escuela Alegria de La Raza Open House, and F5RC All Staff Meeting

Ms. Rodriguez updated the Commission on the Aquatic Lifesaver water safety event in District 3 and shared a drowning prevention video.

3. Commissioner Comments

Commissioner Gomez thanked the First 5 staff for the drowning prevention video and for allowing children to train to swim. Chair Ginder appreciated the video as a way to educate and remind adults that drowning is the leading cause of death in children 4 and under. Commissioner Saruwatari reminded the Commission and the public that it is flu season and essential to get vaccines.

D. **Consent Items – Zachary Ginder, Chair** (a copy of all action items and attachments can be viewed at www.rccfc.org and at the Commission Business Office)

1. Approve First 5 Riverside County Draft Commission Meeting Minutes - September 11, 2024 Session
2. Approve First 5 Riverside County Commission 2025 Meeting Schedule
3. **24-30: Approve Salesforce Additional Licenses using Salesforce Reseller Contract with Tabora Solutions, Inc. From November 1, 2024 – June 30, 2025 (Contract NO. SLP-22-70-0063V) [\$10,119.06 - PROP 10 FUNDS]**
4. **24-31: Approve Contract with Reach Out West End for Community Health Worker Training from October 23, 2024 – June 30, 2025 (Contract NO. CF25106) [\$47,500 - PROP 10 FUNDS]**

Chair Ginder pulled Item D.1 from the consent block due to Commissioner Saruwari's abstention.

*Commissioner Romero moved to approve Consent items 2-4. Commissioner Yost second the motion. **Absent:** Commmissioners Campos and Perez. **Motion Carried Unanimously.***

*Commissioner Gomez moved to approve Consent Item 1. Commissioner Romero second the motion. **Abstain:** Commissioner Saruwatari. **Absent:** Commmissioners Campos and Perez. **Motion Carried.***

E. **Presentations/Action - Zachary Ginder, Commission Chair**

1. **24-32: Ratify and Approve First Amendment to Memorandum of Understanding (MOU) with Riverside University Health Systems - Public Health for Shared Space from April 18, 2022 – June 30, 2026 (MOU NO. 23-069) [\$500,000 - DPSS FUNDS]**

Supervising Deputy County Counsel Bell-Valdez noted the revision to section 6, item 8.3. All other items in this action item remain the same. Chair Ginder noted conflicts of interest for Commissioner Saruwatari and Commissioner Douglas. Commissioner Saruwatari and Commissioner Douglas left the Chamber at 2:22 p.m. and were not part of the discussion or vote.

Ms. Graham provided a brief overview of action item 24-32.

Commissioner Romero expressed how great it is to see this integrated service model delivery for County services.

Ms. Graham shared a recent success story from the co-located Jurupa Valley Community Health Center and Family Resource Center. A Mom, during a well-child visit for her 4 month old, received support from the First 5 funded HealthySteps Specialist and was walked over to the Jurupa Valley Family Resource Center for social services supports. This family needed immediate emergency basic needs support and coordination for longer-term benefits. Through team collaboration and interdepartmental work, the JV FRC Team supported the family through the direct connection to partner agencies.

*Commissioner Romero moved to approve action item 24-32. Commissioner Yost second the motion. **Conflicts:** Commissioners Douglas and Sarawutari. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

2. **24-33:** Approve Home Visitation Investment Request for Qualifications (RFQu) with Community Providers [**\$1,562,931 - California Department of Social Services CalWORKs FUNDS**]

Ms. Widby provided an overview of action item 24-33.

Upon Commissioner Yost's request, Ms. Widby explained the allocation of CalWORKs funds had not been fully expended in prior years. In the last year the home visiting programs have increased enrollment and are getting closer to service capacity which makes it an appropriate time to procure another provider with the unawarded funds already allocated to CalWORKs home visiting.

*Commissioner Gomez moved to approve action item 24-33. Commissioner Yost second the motion. **Conflicts:** Commissioners Douglas and Sarawutari. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

Commissioner Douglas returned to the meeting at 2:24 p.m.

3. **24-34:** Approve the Third Amendment with Parents as Teachers National Center, Inc. for Home Visiting Agency Training and Certification from September 1, 2023 – June 30, 2026 (**Contract NO. CF24135**) [**\$100,000 - PROP 10 FUNDS**]

Ms. Widby provided an overview of action item 24-34.

Ms. Widby explained that training funds come from Prop 10 and, if possible, we would claim reimbursement from CalWORKs.

Commissioner Romero asked for clarification between the Parents as Teachers (PAT) program and the Home Visiting program. Ms. Widby explained that PAT is one of the Home Visiting program models and each evidence-based model, requires training, certification, and model fidelity elements to implement.

*Commissioner Yost moved to approve action item 24-34. Commissioner Romero second the motion. **Conflict:** Commissioner Sarawutari. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

Commissioner Saruwatari returned to the meeting at 2:29 p.m.

F. Presentations/Action Items/Public Hearings – Zachary Ginder, Commission Chair

1. Presentation of First 5 Riverside County Annual Audit Report for Fiscal Year 2023/2024 (a copy of the report may be obtained at www.rccfc.org and can be viewed at the Commission Business Office) - David Showalter, CPA Partner, Eide Bailly, LLP

Mr. Showalter provided highlights of the First 5 Annual Audit, noting a clean audit report on First 5 financial statements. One significant finding on audit adjustment recommends that management implement internal controls over inter-departmental journal entries to ensure they are approved correctly. Recommendation, noted on Page 46, has been prescribed related to transactions in accordance with Commission policy and County inter-county transactions. There are no new changes in the county standards this year. There are no other significant findings to report.

- a. **Public Hearing:** Annual Audit of First 5 Riverside County Children & Families Commission for Fiscal Year 2023/2024 - Zachary Ginder, Chair

Chair Ginder opened the public hearing. Hearing no comments, the public hearing was closed. Commissioner Douglas noted her potential conflict related to the Family Resource Center finding mentioned.

Chair Ginder congratulated the First 5 Team on a clean audit and recognized staff effort.

- b. **24-35:** Adopt First 5 Riverside County Children and Families Commission Annual Independent Audit Report for Fiscal Year 2023/2024 - Zachary Ginder, Chair

*Commissioner Saruwatari moved to approve action item 24-35. Commissioner Gomez second the motion. **Abstain:** Commissioner Douglas. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

2. Presentation of First 5 Riverside County Children and Families Commission Annual Report and First 5 Riverside County Children and Families Commission Agency Progress Report July 1, 2023-June 30, 2024 for Fiscal Year 2023/2024 (a copy of the report may be obtained at www.rccfc.org and can be viewed at the Commission Business Office) - Yvonne Suarez, Assistant Director

Ms. Suarez provided highlights from the submitted First 5 Riverside County Annual Report.

- a. **Public Hearing:** Annual Report of First 5 Riverside County Children & Families Commission for Fiscal Year 2023/2024 - Zachary Ginder, Chair

Chair Ginder opened the public hearing. Hearing no comments, the public hearing was closed.

Commissioner Yost thanked Ms. Graham and the team for the great job done and for making it easy for the Commissioners to support.

- b. **24-36:** Adopt First 5 Riverside County Children & Families Commission Annual Report and Receive and File Agency Progress Report for Fiscal Year 2023/2024 - Zachary Ginder, Chair

*Commissioner Douglas moved to approve action item 24-36. Commissioner Yost second the motion. **Absent:** Commissioners Campos and Perez. **Motion Carried***

- c. **Receive and File** - First 5 Riverside County Agency Progress Report July 1, 2023 - June 30, 2024

G. Future Agenda Items:

1. First 5 Riverside County Chair and Vice-Chair Election Process
2. First 5 Riverside County Strategic Plan Review and Adoption
3. First 5 Riverside County Annual Appointment of Finance Subcommittee
4. Contract Template Revision

- H. **Adjournment:** Adjournment at 2:49 p.m. to the next Regular Meeting of the Riverside County Children and Families Commission to be held on January 22, 2025 beginning at 2:00 p.m. at:
First 5 Riverside County Children and Families Commission Office
585 Technology Court - Conference Room A
Riverside, CA 92507

Meeting Minutes Recorded by Lynn M. Stephens, Executive Assistant IV.

E.2.25-01: Approve Termination of **Contract NO. CF24122** with Inland Southern California United Way, Inc. for Raising A Reader (RAR) Effective October 31, 2024



AGENDA ITEM: 25-01
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

**APPROVE TERMINATION OF CONTRACT NO CF24122
WITH INLAND SOUTHERN CALIFORNIA UNITED WAY, INC.
FOR RAISING A READER (RAR)
EFFECTIVE OCTOBER 31, 2024**

SUMMARY OF REQUEST

Approve termination of Contract No. CF24122 Raising a Reader (RAR) with Inland Southern California United Way effective October 31, 2024. Inland Southern California United Way has requested to cancel the contract. The final estimated contract balance is \$73,432. Inventory will remain at the sites actively implementing the RAR program. Any inventory not distributed to these sites will be returned to First 5 Riverside County.

BACKGROUND

On October 17, 2024, Inland Southern California United Way formally requested to be released from Contract No. CF24122 RAR, effective October 31, 2024. The request originated from the merger between United Way of the Desert and Inland Southern California United Way, which has prompted a shift in their organizational strategy and focus areas.

On May 10, 2023 (Action Item 23-24): Commission approved Contract No. CF24122 with Inland Southern California United Way, Inc. for an amount not to exceed \$220,500 effective July 1, 2023 – June 30, 2026, for the Raising A Reader (RAR) program.

RECOMMENDED ACTION

That the Commission:

1. Approve termination of Contract No. CF24122 with Inland Southern California United Way, Inc. effective October 31, 2024, and
2. Authorize the Executive Director or Designee to execute the necessary actions, including formal notification and documentation of said contract termination, upon County Counsel approval as to form, without requiring further action of the Commission.

BUDGET IMPACT

None

POTENTIAL CONFLICTS OF INTEREST

None known.

E.3.25-02: Repeal and Replace Resolution 04-09 Approving the Acceptance of Gifts Policy and Approve the Acceptance of Donations Policy



AGENDA ITEM: 25-02

DATE OF MEETING: January 22, 2025

ACTION:

INFORMATION:

REPEAL AND REPLACE RESOLUTION 04-09 APPROVING THE ACCEPTANCE OF GIFTS POLICY AND APPROVE THE ACCEPTANCE OF DONATIONS POLICY

SUMMARY OF REQUEST

Repeal and replace Resolution 04-09 Approving the acceptance of gifts on behalf of the Riverside County Children and Families Commission by the Executive Director, with Riverside County Children and Families Commission Policy - Acceptance of Donations.

BACKGROUND

On January 12, 2004, The Riverside County Children and Families Commission, at its regular meeting, approved Resolution 04-09 Approving the acceptance of gifts on behalf of the Riverside County Children and Families Commission by the Executive Director. This Resolution allowed for the Executive Director to accept gifts on behalf of the Commission which were to be used for a public purpose to serve children, ages 0 to 5 years, and their families in Riverside County.

In an effort to update the Commission Policy with standard language and format, Commission staff have drafted Commission Policy - Acceptance of Donations. The substantive changes from Resolution 04-09 is the format and changing the word “gifts” to “donations.” The term “donations” is being adopted in place of “gifts” to ensure consistency and precision in policy. “Donations” more accurately reflects contributions made to the agency with the intent to support the mission, operations, and/or programs of the Riverside County Children and Families Commission. Monetary donations remain out of scope for this Policy.

RECOMMENDED ACTION

That the Commission:

1. Repeal Resolution 04-09 “Approving the acceptance of gifts on behalf of the Riverside County Children and Families Commission by the Executive Director”
2. Adopt Commission Policy- Acceptance of Donations on behalf of the Riverside County Children and Families Commission.
3. Authorize department directors to accept donations on behalf of the Commission without further action or approval from the Commission.

STRATEGIC PLAN RELEVANCE

All Strategic Goal Areas

POTENTIAL CONFLICTS OF INTEREST

None Identified

ATTACHMENTS

1. Resolution 04-09: Approving the acceptance of gifts on behalf of the Riverside County Children and Families Commission by the Executive Director.
2. Commission Policy: Acceptance of Donations

1 Riverside County Children and Families Commission

3 Resolution 04-09:

4 APPROVING THE ACCEPTANCE OF GIFTS ON BEHALF OF THE RIVERSIDE COUNTY
5 CHILDREN AND FAMILIES COMMISSION BY THE EXECUTIVE DIRECTOR

7 WHEREAS, it is deemed necessary, desirable and prudent by the Executive Director to accept gifts
8 donated to the Riverside County Children and Families Commission on behalf of the Commission where
9 such gifts shall be used for a public purpose to serve children, ages 0 to 5 years, and their families in
10 Riverside County, and shall not be used for a personal use by the Executive Director, staff, and/or
11 Commissioners of the Riverside County Children and Families Commission; now, therefore,
12

13 BE IT RESOLVED, DETERMINED AND ORDERED by the Riverside County Children and
14 Families Commission, at its regular meeting, assembled on January 12, 2004, that the Executive Director of
15 the Commission, or designee, is authorized to accept gifts donated to the Riverside County Children and
16 Families Commission on behalf of the Commission where such gifts shall be used for a public purpose to
17 serve children, ages 0 to 5 years, and their families in Riverside County and shall not be used for a personal
18 use by the Executive Director, staff, and/or Commissioners of the Riverside County Children and Families
19 Commission.
20

21 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that the Executive Director
22 shall make a report to the Commission upon the receipt of any gift on behalf of the Commission.

23 //

24 //

25 //

26 //

27 //

28 //

1 Reso 04-09
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2
3 BE IT FURTHER, RESOLVED, DETERMINED AND ORDERED that the acceptance of the gift
4 of toys from Applause, LLC, in October 2003, by the Executive Director, which have been distributed to
5 children in Riverside County, is ratified.
6

7 State of California)
8 County of Riverside)

9 I, Michelle Victor, Commission Secretary of the Riverside County Children and Families
10 Commission, do hereby certify that the foregoing resolution was duly and regularly adopted by the
Riverside County Children and Families Commission.

11 Ayes: 8
12 Noes: 0
13 Abstain: 0
14 Vacant: 1
Absent: 0
Date: January 12, 2004


Michelle Victor, Commission Secretary



ADMINISTRATIVE OPERATIONS

POLICY NO:

SUBJECT: ACCEPTANCE OF DONATIONS

EFFECTIVE DATE: January 22, 2025

I. STATEMENT OF POLICY

- A. This policy establishes guidelines to authorize the Executive Director of the Commission, or their designee, to accept donations to the Riverside County Children and Families Commission on behalf of the Commission.
- B. Scope: The scope of this policy is specific to donations received only for public use to serve people, children, and families in Riverside County. Donations may include goods, and/or tangible items but do not include monetary contributions.
- C. Out of Scope: Monetary donations are out of scope of this policy. Monetary donations require consideration and approval by the Commission before acceptance.

II. Policy Content and Guidelines:

Conditions: All conditions must be met.

- A. If it is deemed necessary, desirable, and prudent by the Executive Director, or their designee, to accept donations to the Riverside County Children and Families Commission on behalf of the Commission; and
- B. Such donations shall only be used for public purposes to serve children, families, and community members in Riverside County; and
- C. Donor-imposed restrictions on donations must align with the Commission's goals; and
- D. Such donations shall not be used for personal use by the Executive Director, staff, and/or Commissioner of the Riverside County Children and Families Commission.

Approval Authority:

If all conditions are met, the Executive Director of the Commission, or their designee, is authorized to accept donations on behalf of the Commission, where such donations shall be used for a public purpose to serve children, families, and community members in Riverside County.

Additional Responsibilities of Executive Director or their designee:

- A. Staff will track the receipt and distribution of all donations.
- B. The Executive Director, or their designee, will report to the Commission, at regularly scheduled Commission meetings, the receipt of any donation on behalf of the Commission.
- C. If a donation cannot be used as intended, the Executive Director may dispose of it through appropriate means, including return to the donor or by donating to another public-serving entity.
- D. Donors may be acknowledged publicly unless they request anonymity. Recognition shall align with the Commission's standards for transparency and impartiality.

References:
N/A

DRAFT

E.4.25-03: Approve Basic Needs Emergency Fund for Families in Crisis



AGENDA ITEM: 25-03
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

APPROVE BASIC NEEDS EMERGENCY FUND FOR FAMILIES IN CRISIS

SUMMARY OF REQUEST

Approve the establishment of a Basic Needs Emergency Fund utilizing Commission-authorized Family Resource Center Match funds in the amount of \$100,000.

BACKGROUND

On January 25, 2023 (Action Item 23-09), the Commission approved four (4) Contracts for FRC Network expansion with FRC Match Funds for integration into community-based organizations in high-need areas of Riverside County.

On May 11, 2022 (Action Item 22-24), the Commission approved FRC Network expansion with Riverside University Health System – Medical Center of integration in the high-risk clinic for pregnant people.

On May 12, 2021 (Action Item 21-20), the Commission approved FRC Network expansion with existing four (4) home visiting contractors with FRC Match Funds.

On May 13, 2020 (Action Item 20-22), the Commission approved matching Prop 10 Funds to maintain a network of Family Resource Centers (FRCs) to strengthen families through FY 25/26.

Basic Needs Emergency Fund

The Basic Needs Emergency Fund will offer immediate basic needs support by covering urgent needs while families are being connected with longer-term resources and support services. Examples of recent needs have included:

- Emergency infant formula after hours and before weekends
- Temporary hotel or shelter for families awaiting housing benefits
- Gas vouchers to facilitate transportation to shelters

The funds will be used to meet the needs of families in crisis requesting support from the family resource center who are pregnant or have children under the age of six. The funds will provide short-term assistance for critical needs such as food, water, infant formula, diapers, transportation, and temporary housing.

Department staff will develop operational guidelines, processes for disbursement, management, and accountability mechanisms for the Basic Needs Emergency Fund in compliance with Commission and County policies, procedures, and approved procurement process.

RECOMMENDED ACTION

That the Commission:

1. Approve the establishment of a Basic Needs Emergency Fund utilizing Commission authorized FRC Match funds in the amount of \$100,000;
2. Authorize Department staff to develop operational guidelines, processes for disbursement, and accountability mechanisms;
3. Authorize the Executive Director or Designee to approve operational guidelines on behalf of the Commission; and
4. Authorize the Executive Director or Designee to administer the fund adhering to approved operational guidelines and applicable Commission policies, procedures, and approved procurement process.

BUDGET IMPACT

Adequate appropriation has been included in the approved FY 24/25 budget to support funding for this initiative (527780-25800-938001--92975-FRC MATCH).

STRATEGIC PLAN RELEVANCE

Goal Area 3 – Resilient Families (92975)

POTENTIAL CONFLICTS OF INTEREST

None Known.

ATTACHMENTS

None.

E.5.25-04: Approve Revised Policy for Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses



AGENDA ITEM: 25-04
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

APPROVE REVISED POLICY FOR TRAVEL AUTHORIZATION AND REIMBURSEMENT FOR TRAVEL AND MISCELLANEOUS EXPENSES

SUMMARY OF REQUEST

First 5 Riverside County Children & Families Commission has independent authority over its trust fund as designated in the Children and Families Act. The Commission policy for travel authorization and reimbursement for travel and miscellaneous expenses is revised to clarify expense reimbursement for lodging associated with conference attendance and for business meeting meals.

BACKGROUND

As noted in the Board of Supervisor’s D-1 policy, guiding reimbursement for general travel and other actual necessary expenses, every effort will be made to minimize travel and meeting costs by utilizing the least expensive method of travel. Additionally, travel arrangements shall be made as far in advance as possible to take advantage of discounted or reduced fares and rates.

The revised Commission policy provides further clarity of allowable lodging expenses per night, up to the maximum amount of a host hotel conference rate, to ensure compliance for auditing purposes. When applicable, the maximum hotel rate shall be capped at the host hotel’s group rate.

January 24, 2024 (Action Item #24-01)

The Commission adopted the Board of Supervisor’s D-1 policy as the Commission’s Policy (Version 3) and recognized additional authorizations to support First 5 business.

RECOMMENDED ACTION

That the Commission

1. Adopt the revised Commission policy for Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses as presented, effective January 22, 2025; and
2. Authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

BUDGET IMPACT

Not applicable.

STRATEGIC PLAN RELEVANCE

None.

POTENTIAL CONFLICTS OF INTEREST

None known.

ATTACHMENT(S)

1. First 5 Riverside County Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses Policy – Version 4
2. Board of Supervisors D.1 Policy



BUSINESS AND FISCAL OPERATIONS

POLICY NO:

SUBJECT: Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses Policy (Version 4)

FORMS: Department Travel Authorization Form
Department Expense Reimbursement Claim Form

EFFECTIVE DATE: January 22, 2025

I. STATEMENT OF POLICY

- A. The County Board of Supervisor's D-1 Policy is the policy of the Commission for Reimbursement of Travel expenses, and this policy provides additional authorizations to support First 5 business operations including the reimbursement of Miscellaneous Expenses (Version 4).
- B. Commission policy guides procedures and standards for reimbursement of general travel, and other actual and necessary expenses incurred by Commission members, Advisory Committee members, volunteers, and employees of First 5 Riverside County (F5RC) in the performance of official Commission business. This policy provides authorization to pay expenses directly to the reimbursement requestor or vendor.
- B. Receipts and other documentation must be presented with the appropriate claim form prior to reimbursement. Reimbursement claim forms are to be submitted monthly or when the dollar amount exceeds \$25.00.
- C. The Executive Director or designee is authorized to approve requests for travel and miscellaneous expense reimbursement for First 5 staff, Commissioners, Advisory Committee members, volunteers, or persons designated to represent the Commission. Expense reimbursements for the Executive Director shall require the approval of the Assistant County Executive Officer or designee.

II. TRAVEL AUTHORIZATION

Executive Director or designee is authorized to approve travel-related expenses including those exceeding \$1,000.00 within or out of the State of California. A Travel Request Form must be approved in advance for travel outside of Riverside County and for travel that includes air travel, lodging, registration fees, and travel store agent fees.

III. EXPENSE REIMBURSEMENT

- A. Allowable Expenses: Reimbursement may include registration, transportation, rental cars, miscellaneous expenses, airfare, and lodging. Actual costs for authorized travel expenses are reimbursable with itemized receipts submitted with the First 5 Riverside County Expense Reimbursement Form and/or mileage reimbursement form.
- B. Meals: Actual costs for authorized meals shall be reimbursed with itemized receipts submitted with the authorized department's Expense Reimbursement form. The maximum reimbursement for meals per day, inclusive of taxes and tips for low-cost and high-cost cities, **shall be designated per meal** as detailed in the department's authorized Expense Reimbursement Form.
- C. Lodging: When applicable, the maximum hotel rate shall be capped at the host hotel's group rate, which may on occasion exceed the County's D-1 maximum or the US Government Service Administration (GSA) rates based upon destination and season. Reservations for lodging shall be made as far in advance as possible to take advantage of discounted or reduced rates.

IV. TRAVEL ADVANCES

Employees may request advance payment of travel costs not to exceed 80% of the estimated actual reimbursable employee expenses. The advance payment will be deducted when the employee submits the Expense Reimbursement Form.

VII. REIMBURSEMENT FOR MISCELLANEOUS BUSINESS EXPENSES

Miscellaneous business expenses including emergency purchases shall be allowed and reimbursed on the Expense Reimbursement Form with prior written approval of the Executive Director or designee. An Expense Reimbursement Form shall be accompanied by receipts or other supporting documentation. For expenses exceeding \$25.00, the employee shall note an explanation for the expense on the Expense Reimbursement Form.

- A. Business Meetings: Meal reimbursement may be claimed for an authorized business meeting when one of the attendees is a Commissioner or employed by an agency other than First 5 Riverside County.

References:

1. County Board of Supervisors Policy D-1
2. First 5 Riverside County Travel Authorization Form

DRAFT

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**REIMBURSEMENT FOR GENERAL TRAVEL
AND OTHER ACTUAL AND NECESSARY EXPENSES**

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Policy:

1. Scope

This policy establishes procedures and standards for reimbursement of necessary actual expenses incurred by appointed department heads, employees, and other authorized persons, for whom allowance of expenses is authorized by or pursuant to law, resolution, or ordinance because they occur during performance of official county business. The Board of Supervisors and elective constitutional officers as well as their employees are exempt from this portion of the Board policy. This policy also specifies the types of occurrences that qualify a member of the Board of Supervisors to receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses in accordance with Government Code Section 53232.2(b). The Board of Supervisors, elective constitutional officers and each department head is charged with the responsibility of authorizing travel and including it in the proposed budget and ensuring such expenditures are within the approved budget.

The Auditor-Controller shall refer to the Executive Officer any reimbursement claim that is considered to not be in conformance with Board policy. The Executive Officer shall have the authority to approve the payment of any claim if there is lack of certainty regarding the application of Board policy to the questioned claim, or if the action of the department head was not unreasonable in light of all the circumstances. If the Executive Officer denies approval, the department head may place the matter on the agenda of the Board of Supervisors for final disposition.

Board of Supervisors

Members of the Board of Supervisors shall be allowed their actual expenses in going to, attendance at, and returning from state association meetings and their actual and necessary traveling expenses when traveling outside of the county on official business pursuant to Government Code Section 25008. Members of the Board of Supervisors may receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses incurred in the performance of official duties. Reimbursement for such expenses is subject to the provisions of this policy and California Government Code Sections 53232.2 and 53232.3. In accordance with Government Code section 53232.2(c), the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication, shall be used to determine reimbursement rates for members of the Board of Supervisors. Types of occurrences that qualify a legislative body member to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses include the following:

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- A. Meeting with representatives of regional, state, national and foreign government on policy positions adopted by the Board of Supervisors;
- B. Attending educational seminars designed to improve officials' skill and information levels;
- C. Participating in regional, state, and national organizations whose activities affect the county's interests;
- D. Attending county events;
- E. Implementing a county-approved strategy for attracting or retaining businesses to the county, which will typically involve at least one staff member and;
- F. Attending meetings for which a meeting stipend is expressly authorized.

In accordance with Government Code Section 53232.2(f), all expenses that do not fall within this policy shall be considered for approval by the Board of Supervisors prior to incurring the expense, unless the expense involves a meeting in which a member of the Board of Supervisors is required to make a public report (see section 12). All expenses must be verified by a valid original receipt, as required by Government Code Section 53232.3(c), which includes the name of the vendor (e.g. hotel, restaurant) date of service and actual amount charged.

Members of the Board of Supervisors and elective constitutional officers, as well as their employees, shall be exempt from Sections 2 through and including 10 of this Board Policy.

2. Lodging

Actual cost for lodging, not to exceed \$159 per night inclusive of all occupancy and accommodation taxes and other room related taxes and fees, is allowed provided such cost is reasonable for the location and is consistent with government and/or conference/convention rates, if available, or usual charges established for the general public. For lodging in high cost cities as defined by the Internal Revenue Service (e.g., San Francisco, New York, Washington D.C., as described in IRS publication 1542) or by the Board of Supervisors (Sacramento) actual cost not to exceed \$239 per night, or applicable conference rate at conference hosting hotel is allowed. Lodging costs exceeding the established limit may be reimbursed at a higher rate if a written statement explaining the reason for the expense is submitted by the department head to the designated Executive Office analyst along with a completed employee reimbursement form. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the

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member of a legislative body at the time of the booking. Higher rates based upon late registration or negligence by the department head in making an early reservation will be reimbursed at the \$159 rate.

An employee reimbursement claim for lodging must provide an explanation of the business purpose of the stay and be supported by a receipt/facility folio.

A government rate, if available, should be requested when booking a room (county employees should be prepared to provide proof of employment with the county). Only the single occupancy rate may be claimed for the reimbursement except when two or more county employees participating in the same function share a room; then a double occupancy rate may be claimed by dividing the cost between two claim forms and providing a memorandum explaining the shared room along with the lodging folio.

The department head may approve extended lodging if the cost is less than daily travel expenses without the extended stay. Approval of extended lodging for any location in Riverside, Orange, San Diego, Imperial, Los Angeles and San Bernardino counties is required prior to the travel occurrence and must be less costly than a daily commute.

.3. Meal Expenses

Actual (not to exceed maximum, see below) cost shall be allowed for meals related to attendance at conventions, scheduled meetings, conferences, seminars, special assignments or an assignment **that requires an overnight stay. A meal/s during attendance at any single day event will not be reimbursed.**

- A. The maximum reimbursement for meals per day is \$51, inclusive of taxes and tip. Tips in excess of 20% of the cost of a meal will not be reimbursed. Tips made at fast food restaurants and/or convenience stores will not be reimbursed even if the meal cost is less than the maximum reimbursement rate (e.g. meal at \$6.00, tip \$1.20 equals a reimbursement of \$7.20).

The maximum reimbursement for meals per day in high cost cities (as described in item 2 above) is \$71, inclusive of taxes and tip.

- B. An employee reimbursement claim is based on actual (not to exceed maximum) cost.
- C. Reimbursement for meals may exceed the maximum amounts of \$51, but no more than \$71, only if the meal is organized by a non-county entity where the established price of the meal includes facility, speaker, or other costs and is a required portion of the meeting and/or conference. A written statement explaining the necessity for incurring such expense and supporting

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documentation (e.g. flyer, agenda or brochure) must be submitted with the employee reimbursement claim.

- D. Where the cost of a meal is included as part of a registration charge or fee, no additional employee reimbursement may be claimed for that meal.
- E. For same day travel, expenses for meals are limited to activities outside normal work duties. No reimbursement for meals will be made for same day travel. Reimbursement for a meal is provided when it is not reasonable for employees to provide their own meal. Special situations may be considered on a case-by-case basis. A memo from the employee to the department head is required and the department head's concurrence must be noted before the memo is forwarded to the designated Executive Office analyst for review and approval.
- F. Travel to a temporary worksite does not qualify an employee for meal reimbursement.
- G. No reimbursement shall be made for alcoholic beverages of any kind.
- H. Employees attending training or conferences for an extended period of time, more than seven consecutive days, may elect to purchase groceries and prepare their meals during the training/conference. In this event, grocery receipts are to be retained and submitted for reimbursement. Grocery charges exceeding the maximum daily cost will not be reimbursed. An employee electing to purchase and prepare food during an extended stay may purchase only food to be consumed during the designated period; no reimbursement will be made for incidentals including kitchen utensils, cookware, kitchen supplies and sundries.

4. Transportation

Actual cost of common carrier services, including taxicabs, car rentals and baggage fees, when necessary, shall be allowed. Departments are to utilize on-line travel services and secure the least expensive flights and car rental arrangements possible. Upon request from the Auditor/Controller supporting documentation that the flights and car reservations made were the least expensive option available is to be provided by the department. Travel in business class, first class or any category on any flight above the coach/economy level is allowable if (1) the traveler pays the cost difference or (2) the department can document that no other option exists and the selected flight is the only option for travel. Reservations for air transportation should be booked as early as is reasonable to take advantage of lower cost air fares. Airline government and group rates must be used when available.

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Claims for payment or employee reimbursement shall be accompanied by a receipt for the purchase and a copy of the ticket purchased or other voucher for common carrier expense. Flight insurance is covered in Policy D-5.

5. Rental Cars

The county maintains a contract with a vehicle rental company and every effort should be made to use the contract company. If available, a county issued corporate rental vehicle card or Purchasing Card (P-card) shall be used for all travel requiring the use of a rental vehicle when the contract company cannot be used. Government and group rates must be used when available. Actual costs evidenced by an original, dated receipt and inclusive of all related taxes and other rental fees should be submitted along with actual gas receipts (dated, vendor name printed on the receipt) obtained for the purchase of gas for the rental vehicle.

The rental vehicle may include a global positioning system if said equipment is standard; only standard equipment is allowed and no rental car reimbursement will be made for cars above the mid-range size unless four or more employees are traveling in the same vehicle and this information is documented in the reimbursement information.

If a county issued corporate card is unavailable, the county requires employees to purchase the Loss Damage Waiver (LDW) so the employee is not held responsible for damage (under normal circumstances) to the rental vehicle and such cost will be reimbursed. However, the county will not reimburse employees for the cost of other optional insurance. (e.g. liability, uninsured/underinsured motorist, personal accident & personal effects), as the county is self-insured for vehicle liability & third party physical damage and provides worker's compensation coverage.

Employees are required to notify Human Resources, Risk Management Division at (951) 955-3540 and the employee's supervisor as soon as possible (within 24 hours) of any event, incident or accident related to the rental car. The employee must complete "County Vehicle Accident/Incident Report," Form 942-6 (Safety Division form).

6. Private Automobile

Reimbursement for use of a private vehicle shall be allowed upon authorization of the department head, Executive Officer, or the Board of Supervisors. The county's private vehicle mileage reimbursement rate is the same rate as the Internal Revenue Service (IRS) standard mileage rate for private vehicles and will be effective concurrently with IRS' periodic establishment of such a rate.

If an employee is required to use the employee's personal vehicle while in the course and scope of employment, the employee must, prior to using said vehicle, do the following:

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- A. Complete the "Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business," Form 30, authorizing the employee to use a personal vehicle which must be approved by the department head.
- B. Insure the vehicle to at least the minimum limits required by the State of California, or if registered/licensed out of state, the insurance must be equal to or greater than the minimum limits required by the State of California. Although not required, it is recommended that employees who use their personal vehicle while in the course of and scope of employment place a business use endorsement on their personal automobile policy. The expense of adding a business use endorsement is the sole responsibility of the employee.
- C. Maintain a valid driver's license, which is appropriate for the class of vehicle to be operated. If any restrictions apply, the employee must notify his/her supervisor of the restrictions and/or any and all changes in the license (i.e. suspended, etc.).

The use of motorcycles, mopeds, and similar types of vehicles for the conduct of county business is expressly prohibited, with the exception of Sheriff's Department sworn personnel on duty in a specific assignment.

When a department head authorizes use of a private vehicle for the convenience of the driver, instead of more economical travel by air, reimbursement shall not exceed the cost of usual airfare.

Employees are required to notify Human Resources, Risk Management Division's representative, and the employee's supervisor as soon as possible (within 24 hours) of any incident or accident. Employees must complete "County Vehicle Accident/Incident Report," Form 942-6 (Human Resources Safety Division form).

7. Private Aircraft

The use of private aircraft for the conduct of county business is expressly prohibited unless prior authorization is given by the Board of Supervisors.

8. Miscellaneous Expenses

Miscellaneous expenses, including charges for business telephone calls, fax service, internet service, e-mail services, the cost of usual or necessary services and supplies, including emergency repairs, parts or towing for county vehicles, conference registration fees, vehicle parking, bridge tolls, and any other justifiable business expenses shall be allowed if they represent a valid business need.

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A satisfactory explanation of the circumstances is required for these expenditures. An employee reimbursement for actual miscellaneous expenses shall be accompanied by an original receipt or other original voucher. Personal telephone calls and personal internet usage are not reimbursed.

9. Special Provisions for County Employees on Indefinite Assignments

When approved by the department head and Executive Officer or designee, employees assigned indefinitely (for periods of 90 days or more) out of town are provided the following compensation options:

- A. Standard reimbursements as provided herein (or limited by program provisions); or
- B. Commuter compensation model:
 - Meals: \$50.00 per day or portion thereof in travel status
 - Lodging: \$1,500 per month (prorated at \$50.00 per day)
 - Transportation Allowance: \$600 per month (Parking, Car Rental, etc):

Under the commuter compensation model, no receipts or records are required by the county. However, the employee must substantiate deductible expenses on his/her personal tax return.

No tax deduction is allowed by IRS if the assignment is expected to exceed one year. The "commuter compensation model" will be grossed up by a factor of 20% to recognize this tax impact for employees whose assignments are expected to exceed one year.

10. Travel Authorization

Reimbursement for travel expenses requires prior authorization as follows:

- A. By County Executive Officer or designee:

All travel wherein the estimated total cost (including registration, transportation, lodging, and meals) is not included in the approved budget, or is expected to cost \$1,000 or more per person or if the travel is out of state. Prior approval for travel estimated as costing more than \$1,000 or travel out of state is required even if the travel was anticipated and approved in the department's budget.

Each request should be in the form of a memorandum that details costs to be incurred and substantiates the need for said travel. Attendance must be required for purposes of maintaining a professional license, participation in professional activities which benefit the County of Riverside and not solely for

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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the purpose of professional enhancement or to collect an award. Funding availability for the proposed travel is not a guarantee that the travel will be approved. The travel must provide a clear benefit to the County of Riverside.

Exception: extraditions, travel that involves the health/safety/security of a minor, and/or an individual 60 or more years of age or any individual who is the victim of domestic violence.

B. By Department Head:

All travel wherein the estimated total cost (including registration, transportation, lodging and meals) is less than \$1,000 per person. This travel should also be requested on an email prepared by the employee and outlining all anticipated expenditures. If the travel involves participation at a conference or training venue the proposed agenda should be included. The memorandum should explicitly detail how the proposed travel benefits Riverside County.

The Department Head's approval is an indication that the travel is included in the approved departmental budget. If the travel is not in the approved budget the Department Head should make a recommendation and forward the memo to the designated analyst in the Executive Office.

C. Format:

All approved travel should be noted on a per trip basis in a memorandum signed by either the County Executive Officer/designee or the department head as delineated in A. and B. above. A copy of the signed memorandum should be attached to any requests for payment of travel expenses, including Form 14 which follows.

11. Use of Claim Form

The employee expense claim must be filed on a form approved by the county, and must include date, business destination, amount, and business purpose. Claims shall be filed promptly, no later than the end of the month following the month in which the travel and/or other necessary expenses occurred. Claims filed after this time will not be considered for payment. Commuter compensation model will be processed as additional pay, and no other form will be required.

Original receipts are required for reimbursement. Original receipts must include the name of the establishment where service was provided and the date on which the service was rendered. Restaurant receipts must include the items ordered as well as the total payment made. However, there may be rare occasions when providing an itemized receipt may not be possible due to the type and location of the restaurant. In

**COUNTY OF RIVERSIDE, CALIFORNIA
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that event, an original un-itemized receipt from the restaurant can be submitted. All claim forms and associated documents related to reimbursable county expenditures are considered public records, are subject to disclosure under the California Public Records Act {Chapter 3.5 (Commencing with Section 6250) of Division 7 Title 1}. (Form 14 attached).

12. Reports

Per California Government Code Section 53232.3 subparagraph (d), legislative body members are required to provide brief reports on meetings attended at the expense of the county at the next regularly scheduled meeting of the legislative body.

13. Penalties

Penalties for the misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but not be limited to, the penalties specified in Government Code section 53232.4.

Reference:

- Minute Order dated 01/21/75
- Minute Order 3.3 of 04/29/97
- Minute Order 3.3 of 10/16/01
- Minute Order 3.8 of 04/08/03
- Minute Order 3.7b of 05/02/06
- Minute Order 3.3 of 04/10/07
- Minute Order 3.2 of 07/21/09
- Minute Order 3.7 of 09/15/09
- Minute Order 3.9 of 08/10/10
- Minute Order 3-11 of 02/26/13

E.6.25-05: Approve the Revised Contract and Procurement Policy



AGENDA ITEM: 25-05
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

APPROVE THE REVISED CONTRACT AND PROCUREMENT POLICY

SUMMARY OF REQUEST

Approve the revised Contract and Procurement Policy (Version 4) to address operational necessity for specific purchases of goods which identifies additional exemption categories. It also adds a category within the special situational section for countywide departmental services and fees, effective January 22, 2025.

BACKGROUND

Riverside County Children & Families Commission has independent authority over its trust fund as designated in the Children and Families Act. The Commission policy for Contract and Procurement (Version 4) has been revised to identify operational expenses that support department operations and strategic goals of the Commission.

Historically, County departmental costs associated with routine operational and administrative services have been approved by the Commission in the annual budget adoption and are now outlined in this policy to increase transparency. These County departmental expenditures include internal service fees (ISF rates), Countywide Cost Allocation Plan (COWCAP), interdepartmental space allocation and shared staffing, IT supports and licenses, as well as facilities maintenance/management and custodial services. These types of expenditures do not require an agreement or MOU and are routinely journaled monthly against the Commission fund.

The Commission policy also authorizes purchasing categories exempt from competition. Version 4 includes quality goods and materials within specific prevention services and supports that address identified critical needs of the community such as providing matching funds for grant applications and contracting with drowning prevention vendors and swim instructors.

December 17, 2017 (Action Item No. 17-25) – Commission approved Version 3 increased the Executive Director’s spending authority and adopted County Ordinance No. 459, including any subsequent revisions, to guide procurement efforts. Additionally, the Commission policy retained the additional exemptions identified in Ordinance No. 459.

RECOMMENDED ACTION

That the Commission:

1. Adopt the revised Commission policy for Contract and Procurement (Version 4).
2. Authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

BUDGET IMPACT

Not applicable.

STRATEGIC PLAN RELEVANCE

None.

POTENTIAL CONFLICTS OF INTEREST

None known.

ATTACHMENT(S)

1. Contract and Procurement Policy (Version 4)



BUSINESS AND FISCAL OPERATIONS

POLICY NO:

SUBJECT: Contract and Procurement Policy (Version 4)

PURPOSE: To facilitate compliance with Health and Safety Code §130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, contracting and procurement policies that are consistent with state law. And to comply with Health and Safety Code §130151(b)(1) requiring contract and procurement policies contain provisions to ensure that the grants and contracts are consistent with the Commission's strategic plan.

EFFECTIVE DATE: January 22, 2025

I. STATEMENT OF POLICY

- A. The Commission and staff will comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission. With respect to funding decisions, all California laws regarding constitutional rights of persons and applicable nondiscrimination laws shall be complied with to the extent applicable to Commission activities.
- B. Commission staff shall comply with County Ordinance No. 459 and the established purchasing policies and procedures with **additional categories exempt** from competition and select special situations as stated herein.
- C. Commission staff shall comply with the County Purchasing Policy Manual as the source for staff to obtain current information on purchasing requirements. All grants and contracts will be consistent with the Commission's strategic plan.
- D. Contract template for **investment of funds (services)** must be approved by the Riverside County Children and Families Commission.

II. CATEGORIES EXEMPT FROM COMPETITION:

The competition requirements do not apply when the proposed purchase falls within one of the listed categories below, **except** all single purchases or aggregate purchases exceeding \$50,000 per fiscal year must receive approval of the Riverside County Children and Families Commission.

1. Auditing Services
2. Books and Subscriptions
3. Conference or Meeting Sponsorship
4. Evaluators, interpreters, transcribers, and persons having broad experience within specialized areas that support the strategic goals of the Commission.
5. Goods from other public agencies, First 5 California, or other First 5 Commissions.
6. Membership Dues and Fees
7. Purchases from an “Approved Riverside County Awarded Vendor”
8. Quality early learning materials and goods within a **specialized area** that are developmentally appropriate or encourage healthy physical, cognitive, and social-emotional development to promote learning.
9. Strategic Plan goal area prevention services that address **identified critical needs** to avoid serious injury and illness or relationship disruption and thereby promote healthy development. This may also include contracting with drowning prevention vendors, swim instructors, family training or counseling providers to avert child neglect or abuse, or to providing matching funds to leverage grant opportunities.

III. SPECIAL SITUATIONS

County Department – Internal Service Fees, Countywide Cost Allocation Plan, and Inter-Department Administrative and/or Operational Costs – Expenses for fees and services identified to support administrative and operational functions shall be included with the proposed and adopted annual budget presented to the Commission. Any significant changes to these costs shall be adjusted and presented to the Commission. Expenses shall include, but are not limited to, the following and do not require an agreement or MOU:

- Auditor Controller Office process fees
- County Counsel monthly support
- Facilities management and custodial services and associated fees
- Human Resources and Risk Management related fees and supports, including training costs provided through the County’s learning platform.
- Inter-department space allocation costs, identified within the annual Space Occupancy Certification process.
- Riverside County IT supports and services (licensing and technical assistance)

- Executive Office personnel costs (Assistant County Executive Officer, Principal Budget Analyst, Principal Policy Analyst)

Waiver of Competition – When it is impracticable or impossible, or of no increased benefit to secure competition and the unit price exceeds \$2,000, or the Purchase Request exceeds \$5,000, it will be necessary to provide a ***single or sole source justification*** to be signed at the Executive Director level for purchases not exceeding \$50,000. Purchases over \$50,000 must be approved by the Commission.

Compatibility – For optimum performance of various types of our equipment, special considerations may be required. When good business practice dictates the use of the manufacturer’s replacement parts in the repair of equipment, items may be purchased without competition directly from the manufacturer at the discretion of the Executive Director. In this same context, the Executive Director may also use this discretionary authority to purchase supplies and/or services, as well as additional equipment, without competition directly from the original equipment manufacturer and/or his licensee or other producer as designated by the original equipment manufacturer to enhance the overall performance and operation of the equipment or system. When a purchase on a compatibility basis is estimated to exceed \$50,000 per item, or a \$50,000 aggregate amount from a single vendor per fiscal year, must be approved by the Commission.

Other Approved Vendors – If the Commission determines there would be no increased benefit of going through the competition process, the Commission may use a vendor under contract with the State, County, School District or other First 5 Commission without a competitive selection process if the State, County or First 5 Commission contract was procured by a competitive selection and the vendor accepts the same terms of the contract. Such determinations will be signed at the Executive Director level for purchases not exceeding \$50,000. Purchases of more than \$50,000 must be approved by the Commission.

References:

1. County of Riverside Purchasing Policy
2. First 5 California Children and Families Program Audit Guide (08/24)
3. First Association of California Financial Management Guide (5th Edition 2015)

E.7.25-06: Approve Amendment with Jeung Choo Yoo, MD., Inc. for Home Visiting Expanded Population from July 1, 2023 – June 30, 2026 (CONTRACT NO. CF24114) [\$1,597,105 PROP 10 FUNDS]



AGENDA ITEM: 25-06
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

**APPROVE AMENDMENT WITH JEUNG CHOO YOO MD, INC.
FOR HOME VISITING EXPANDED POPULATION
FROM JULY 1, 2023 - JUNE 30, 2026
(CONTRACT NO. CF24114)
[\$1,597,105 PROP 10 FUNDS]**

SUMMARY OF REQUEST

Approve the Amendment with Jeung Choo Yoo MD, Inc. (Contract No. CF24114) for an additional \$240,000 Proposition 10 funds for a total amount not to exceed \$1,597,105, effective July 1, 2023 – June 30, 2026, for Home Visiting Expanded Population.

BACKGROUND

On May 5, 2023 (Action Item 23-24), Commission approved Contracts for Home Visiting, including CF24114 for the provision of home visiting services by Jeung Choo You MD, Inc. utilizing the Nurse Family Partnership (NFP) model.

Historically, the NFP program has strictly served first-time pregnant individuals and those enrolling early in pregnancy. In 2024, the NFPx initiative was launched as a model adaptation to expand eligibility to include individuals with previous live births (multiparous) and late registrants (those enrolling after 28 weeks of pregnancy). Jeung Choo Yoo MD, Inc. has been specially credentialed and approved to serve this expanded population, a distinction granted to only a few sites statewide. The amendment to the current contract will support the expanded population certification and services for additional eight (8) families in 2024-25 and 15 families in 2025-26.

RECOMMENDED ACTION

That the Commission:

1. Approve the First Amendment of Contract No. CF24114 for an amount not to exceed \$1,597,105, for the Home Visiting Program in essentially the same form as the contract attached hereto and authorize the Executive Director or Designee to sign the contract on behalf of the Commission, subject to County Counsel approval as to form.

2. Authorize the Executive Director or Designee, based on the availability of fiscal funding and as approved by County Counsel, to sign amendments that exercise the options of the agreement with Jeung Choo You MD, Inc., on behalf of the Commission, including modifications of the statement of work that stay within the intent of said contract without requiring further action from the Commission.

BUDGET IMPACT

Adequate appropriation has been included in the approved FY 24/25 budget to support funding for this initiative (527980-25800-938001-92945-CF24114).

STRATEGIC PLAN RELEVANCE

Goal Area 2 - Comprehensive Health & Development (92945)

POTENTIAL CONFLICTS OF INTEREST

None Known.

ATTACHMENTS

1. CF24114 Jeung Choo You MD, Inc. Amendment

**RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION
CONTRACT FOR INVESTMENT OF FUNDS
AMENDMENT**

Contractor: Jeung Choo Yoo MD, Inc.
Contract No.: CF24114 Amendment
Address: 264 North Highland Springs Ave 2-B
Banning, CA 92220

WHEREAS, the Riverside County Children and Families Commission (“Commission”) has entered into a Contract for Investment of Funds (“Contract”) with Jeung Choo Yoo MD, Inc. (“Contractor”) for the provision of services, and the parties now wish to amend the Contract, to be effective as of **January 22, 2025**.

Now, therefore, the parties agree to amend the Contract as follows:

- A. The contract term is unchanged and remains: **July 01, 2023 – June 30, 2026**
- B. The previous version of the Scope of Work has been deleted in its entirety and replaced as outlined in attachment A-1.
- C. The previous version of the Budget has been deleted in its entirety and replaced as outlined in attachment B-1. All references to the maximum reimbursable amount shall be amended from **\$1,357,105.00** to: **\$1,597,105**.

All other terms and conditions of the Contract, including prior amendments, shall remain in full force and effect.

Signature Page Follows

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this first Amendment.

Authorized Signature for COMMISSION:	Authorized Signature for CONTRACTOR:
Tammi Graham Executive Director	Jeung Choo Yoo Medical Doctor and Authorized Signatory
Date Signed:	Date Signed:
585 Technology Court Riverside, CA 92507-2423	264 North Highland Springs Ave 2-B Banning, CA 92220
APPROVED AS TO FORM SIGNATURE:	
Kristine Bell-Valdez Supervising Deputy County Counsel	
Date Signed:	
ATTEST SIGNATURE:	
Lynn M. Stephens Executive Assistant IV	
Date Signed:	

DRAFT

ATTACHMENT A-1: SCOPE OF WORK

Contractor: Jeung Choo Yoo MD, Inc.

Program: Home Visiting From FY24

Contract #: CF24114 A-1

Term: July 01, 2023 - June 30, 2026

Program Overview: PROGRAM OVERVIEW – NURSE-FAMILY PARTNERSHIP

CONTRACTOR will implement the Nurse Family Partnership (NFP) program and will provide home visits by registered nurses beginning during pregnancy and continuing through the child's second birthday. The Nurse-Family Partnership ('NFP') Program is an evidence-based nurse home visiting program which serves low-income, first-time mothers and their children who face significant short- and long-term risks to their health, personal development, and economic well-being. Through regular visits from specially trained nurses, the NFP Program partners with these mothers during their first pregnancies and the first two years of their children's lives to help them develop behaviors that enable them to have healthier pregnancies, be better parents, have emotionally and physically healthier children, and attain greater economic self-sufficiency. CONTRACTOR will provide HVP participants with up to one thousand dollars (\$1000) worth of material goods, dependent on an observable need. The material goods can be used for a program participant's household related to care, health, and safety of the child and family. Some examples of appropriate use of material goods may include, but are not limited to: child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resources related to child and family language and literacy needs. Material goods items are not intended to be an incentive for individuals to participate, but rather a response to the specific needs of the participant and their families. Goods purchased cannot be used to supplant materials or services already being provided through Welfare-to Work (WTW) supportive services, such as diapers and transportation.

Monthly, CONTRACTOR will collect data to track performance as required by First 5 Riverside County to complete State report requirements. CONTRACTOR will collect the following types of data monthly: Home Visiting Program Models: the total number of cases enrolled by model type. Home Visiting Program Caseload: the caseload, which includes parents or caretakers and children receiving services. Home Visiting Program Referrals and Services: referrals made to various services.

CONTRACTOR will implement the model with fidelity and good outcomes by providing families with regular home visits.

CONTRACTOR will provide to First 5 Riverside County aggregate data reports submitted to the national service office of NFP.

SOW Details:

PROGRAM OVERVIEW – NURSE-FAMILY PARTNERSHIP

CONTRACTOR will implement the Nurse Family Partnership (NFP) program and will provide home visits by registered nurses beginning during pregnancy and continuing through the child's second birthday. The Nurse-Family Partnership (NFP) Program is an evidence-based nurse home visiting program which serves low-income, first-time mothers and their children who face significant short- and long-term risks to their health, personal development, and economic well-being. Through regular visits from specially trained nurses, the NFP Program partners with these mothers during their first pregnancies and the first two years of their children's lives to help them develop behaviors that enable them to have healthier pregnancies, be better parents, have emotionally and physically healthier children, and attain greater economic self-sufficiency.

The NFPx Initiative is a model adaptation of the NFP program that expands eligibility to allow for the enrollment of individuals with previous live births (multiparous people or multips) and/or those who are enrolling after the 28th week of pregnancy but before the birth of the child (late registrants). Historically, NFP has been limited to first-time pregnant individuals and those enrolling early in pregnancy, except for cultural adaptations made by NFP's Tribal Partners. NFPx was developed to address a need identified by the network to serve more families affected by economic and racial inequality, particularly those facing barriers to healthcare and wellness resources that can negatively impact health outcomes for themselves and their children. A select few implementing agencies are approved to certify and serve this expanded population. CONTRACTOR will provide HVP participants with up to one thousand dollars (\$1000) worth of material goods, dependent on an observable need. The material goods can be used for a program participant's household related to care, health, and safety of the child and family. Some examples of appropriate use of material goods may include, but are not limited to: child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resources related to child and family language and literacy needs. Material goods items are not intended to be an incentive for individuals to participate, but rather a response to the specific needs of the participant and their families. Goods purchased cannot be used to supplant materials or services already being provided through Welfare-to Work (WTW) supportive services, such as diapers and transportation.

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CONTRACTOR will implement the model with fidelity and good outcomes by providing families with regular home visits.

CONTRACTOR will provide to First 5 Riverside County aggregate data reports submitted to the national service office of NFP.

Major Objectives	Major Functions, Tasks and Activities	Performance Measures and/or Deliverables	Targets
<p>Home Visiting, Referrals, and/or Linkages</p>	<p>CONTRACTOR will provide Home-Visits 60 – 90 minutes weekly during postpartum period, every 2 weeks until toddler is 21 months, monthly until child is 2 years old.</p> <p>Registered Nurses:</p> <ul style="list-style-type: none"> • Facilitate decision-making regarding planning of future children and selection of birth control to achieve <u>goals</u>; • Assist parents to set realistic goals for education and work, and identify strategies for attaining <u>goals</u>; • Coaching parents in building and fostering relationships with other community <u>services</u>; • Parents' family planning, education and work goals; and • Referrals to other health and human services as needed. • Educate parent on infant/toddler nutrition, health, growth, development and environmental <u>safety</u>; • Role model Partners in Parenting Education (PIPE) activities to promote sensitive parent-child interactions facilitative of developmental <u>progress</u>; • Assess parent-child interaction, using Nursing Child Assessment Satellite Training (NCAST) feeding and teaching scales and provide guidance as <u>needed</u>; • Assess infant/toddler's developmental progress at selected intervals using Ages and Stages Questionnaire or DDSII, and provide guidance as <u>needed</u>; • Promote adequate use of well-child <u>care</u>; • Guidance to new parents in building and fostering social support <u>networks</u>; • Guidance assessing safety of potential/actual <u>child care</u> arrangements; and • Referrals to other health and human services as needed. • Effects of smoking, alcohol and illicit drugs on fetal growth, and assist women in identifying goals and plans for reducing cigarette smoking, <u>etc.</u>; • Nutritional and exercise requirements during pregnancy 	<p>CONTRACTOR will utilize the following evidence-based programs and tools to provide Home Visiting services:</p> <ul style="list-style-type: none"> • Nurse Family Partnership Program (NFP) Model • Nurse Family Partnership Program Expanded Eligibility (NFPx) Model <p>Care coordination activities will be undertaken to ensure children are linked and receiving services.</p>	<ol style="list-style-type: none"> 1. CONTRACTOR Nurse Home Visiting Services program will serve mothers with the NFP home visiting program. (Core) as noted below: FY 23/24 = 66 NFP FY 24/25 = 60 NFP & NFPx FY 25/26 = 26 NFP & NFPx <i>The separate <u>CallWORKs</u> contract, brings the combined total maximum reimbursable caseload for CONTRACTOR to 110 and 115 for Fiscal Years 2024/25 and 2025/26 respectively.</i> 2. CONTRACTOR Home Visiting services program will document the number of children 0 through 2 years of age served with the NFP-P10 home visiting program. (Core) 3. CONTRACTOR will document the number of home visits provided to enrolled families in the NFP-P10 home visiting program. (Core) 4. CONTRACTOR will document the number of mothers that exit the NFP program prior to completion. (Core) 5. CONTRACTOR will document the number of children, at 3 months of age, referred for health insurance enrollment, utilization and retention assistance. (Aggregate) 6. CONTRACTOR will document the number of children, at 3 months of age, referred who obtained health insurance as a <u>result of</u> staff assistance. (Aggregate) 7. CONTRACTOR will document the number of enrolled children that are linked to a medical home at the completion of the NFP program. (Aggregate) 8. CONTRACTOR will document the number of pregnant women who receive prenatal care beginning in the first trimester. (Aggregate)

Major Objectives	Major Functions, Tasks and Activities	Performance Measures and/or Deliverables	Targets
	<p>and monitor and promote adequate weight <u>gain</u>.</p> <ul style="list-style-type: none"> • Other risk factors for pre-term delivery/low birth weight (e.g., genitourinary tract infections, pre-eclampsia); • Preparation for labor and delivery/childbirth <u>education</u>; • Basics of newborn care and newborn <u>states</u>; • Family planning/birth control following delivery of <u>infant</u>; • Adequate use of office-based prenatal care; and • Referrals to other health and human services as needed. <p>A full time Registered Nurse carries a caseload of 25 or more active cases.</p> <p>Caseload may not exceed 30 without approval from the NSO.</p> <p>New Nurse Home Visitors build up a caseload of 25 over the first 9-12 months of service.</p> <p>NFP team will follow the model elements of the NFP program.</p>		
<p><u>Screenings and Assessments</u></p>	<p>Children and mothers will receive initial and follow-up screenings and assessments. Screenings and/or assessments are conducted on intake, 36 weeks, birth, 1-3 months, 4 months, 6 months, 9 months, 10 months, 12 months, 15-17 months, 18 months, 21-23 Months, and 24 months.</p> <p>Registered Nurse:</p> <ul style="list-style-type: none"> • Involve the mother's support system including family members, fathers when appropriate, and friends, and will connect families to health and human services as needed. • Begin making home visits by the 16th week of pregnancy, preferably sooner, and not after the 28th week of pregnancy. Visits will continue through the first two years of the child's life. • Screen and refer additional children 0 through 5 who reside in the household based on family needs. 	<p>Screenings and Assessments will be utilized to complete comprehensive assessments and designed curriculum for use with children and mothers:</p> <p><u>At every home visit:</u> Referrals to services like:</p> <ul style="list-style-type: none"> • mother's health <u>insurance</u>; • healthcare service usage for mother and <u>baby</u>; • Immunizations for <u>baby</u>; • dental care for <u>baby</u>; • ER visits and hospitalizations for mother and baby. <p><u>Screenings / Assessments / Tools to be utilized:</u> Maternal Health Assessment, Encounter Form, Demographics, Use of Gov't and Community Services, Dyadic Assessment of Naturalistic Caregiver-Child Experiences (DANCE), Edinburgh Postnatal Depression Scale (EPDS), General Anxiety Disorder Tool (GAD), Health Habits, Intimate Partner Violence (IPV) Assessment, Ages & Stages Questionnaires</p>	<p>9. CONTRACTOR will document the number of children at 12 months of age, who received developmental screenings and assessments that were below the nationally defined developmental threshold. in the NFP program. (Core)</p> <p>10. CONTRACTOR will document the number of children at 12 months of age, who received developmental screenings and assessments that meet the nationally defined developmental threshold in the NFP program. (Core)</p> <p>11. CONTRACTOR will document the number of children at 24 months of age, who received developmental screenings and assessments who fell below the nationally defined developmental threshold for age on a prior screening that have improved to meet or exceed the nationally defined developmental threshold in the NFP program. (Core)</p> <p>12. CONTRACTOR will document the number children 0 through 2 years of age that received an ASQ-3 screening according to Table 1. (Core)</p> <p>13. CONTRACTOR will document the number of parents/caretakers who receive referrals for their children for the first time due to a developmental screening conducted in the NFP program. (Core)</p> <p>14. CONTRACTOR will document the number of referrals for additional services made <u>as a result of</u> the ASQ-3 screenings. (Core)</p>

Major Objectives	Major Functions, Tasks and Activities	Performance Measures and/or Deliverables	Targets
		<p>(ASQ-3), Infant birth, Infant Health Care Demographics, Ages & Stages Questionnaires: Social-Emotional (AQS:SE-2), and Health Assessment.***</p> <p>Screenings and Assessments will be entered into NFP approved database.</p> <p>Care coordination activities will be undertaken to ensure children/mothers are linked and receiving services.</p> <p>***See screening/assessment schedule, Table 1.</p> <p>***Percentage of exclusively breastfeeding mothers @ 6 months (HealthyPeople 2020 Objective).</p>	<ol style="list-style-type: none"> 15. CONTRACTOR will document the number of referred children 0 through 2 years of age that were linked to services as a result of the ASQ-3 screenings. (Core) 16. CONTRACTOR will document the number of children 0 through 2 years of age that received an ASQ:SE-2 screening according to Table 1. (Core) 17. CONTRACTOR will document the number of referrals for additional services as a result of the ASQ:SE-2. (Core) 18. CONTRACTOR will document the number of referred children 0 through 2 years of age that were linked to services as a result of the ASQ:SE-2 screenings. (Core) 19. CONTRACTOR will document the number of mothers of children 0 through 2 years of age that receive an initial Health Habits assessment. (Core) 20. CONTRACTOR will document the number of mothers of children 0 through 2 years of age that demonstrate improvement from pre to post-test on the follow-up Health Habits assessment after the 12-month visit. (Core) 21. CONTRACTOR will document the number of mothers who were screened for post-partum depression/depression according to Table 1. (Core) 22. CONTRACTOR will document the number of referred mothers that were linked to post-partum depression/depression according to Table 1. (Core) 23. CONTRACTOR will document the number of mothers who were referred for mental health treatment. (Core) 24. CONTRACTOR will document the number of children born to enrolled mothers. (Core) 25. CONTRACTOR will document the number of eligible to breastfeed mothers who are exclusively breastfeeding at time of discharge from the hospital. (Aggregate) 26. 23 of 83 mothers (26% of program participants) will be exclusively breastfeeding at 6 months. (Aggregate)
<p>Long-term Sustainability / Public Awareness / Policy Change</p> <p>CONTRACTOR will have a long-term sustainability plan outlining how the</p>	<ul style="list-style-type: none"> • Develop & maintain partnerships to leverage funding from other sources and continue the program beyond the funding cycle. • Work in partnership with First 5 Riverside to explore effective 		<p>Report long-term sustainability, public awareness, and policy change activities in the Performance Narrative quarterly reports.</p>

Major Objectives	Major Functions, Tasks and Activities	Performance Measures and/or Deliverables	Targets
<p>program will be maintained after First 5 Riverside funding ends.</p> <p>CONTRACTOR will initiate policy changes which enable stakeholder buy-in and cultural shifts at the community, family and parent/caregiver levels.</p>	<p>and efficient cost modeling approaches to maximize investments and incentivize performance.</p> <ul style="list-style-type: none"> • Promote NFP at Community Forums, Joint Operational Meetings and channels through the Family Resource Centers. • Policies will be reviewed and inclusive of NFP program; develop referral procedures for providers and families to access the service. • As Home Visiting Collaborative evolves, CONTRACTOR is identified as a critical partner in this system approach and will participate in stakeholder convenings. 		

DRAFT

Table 1: Screening and Assessment Schedule

Pre and Post Tests for Mother										
Pre-Test Intake Data Mother	Post-Test 36 weeks Data Mother	Post-Test Birth Data Mother	Post-Test 1-3 weeks Data Mother	Post-Test 4 months Data Mother	Post-Test 6 months Data Mother	Post-Test 12 months Data Mother	Post-Test 16 months Data Mother	Post-Test 18 months Data Mother	Post-Test 24 months Data Mother	
Maternal Health Assessment										
Demographics Income, Education, Work / School, Birth Control, Marital Status					Demographics Income, Education, Work/ School, Birth Control, Marital Status	Demographics Income, Education, Work/ School, Birth Control, Marital Status	Demographics Income, Education, Work/ School, Birth Control, Marital Status	Demographics Income, Education, Work/ School, Birth Control, Marital Status	Demographics Income, Education, Work/ School, Birth Control, Marital Status	Demographics Income, Education, Work/ School, Birth Control, Marital Status
Use of Gov't and Community Services		Use of Gov't and Community Services			Use of Gov't and Community Services	Use of Gov't and Community Services	Use of Gov't and Community Services	Use of Gov't and Community Services	Use of Gov't and Community Services	Use of Gov't and Community Services
EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD	EPDS and GAD
Health Habits	Health Habits					Health Habits				
Clinical IPV		Clinical IPV					Clinical IPV			(Last Post Test)
Pre and Post Tests for Baby										
Pre-Test Infant Birth Data Baby	Pre-Test 1-3 Months	Pre-Test 4 months	Pre-Test 6 months	Post-Test 8-10 Months Data Baby	Post-Test 12 months Data Baby	Post-Test 16 months Data Baby	Post-Test 18 months Data Baby	Post-Test 21-23 Months Data Baby	Post-Test 24 months Data Baby	
Infant Birth										
	DANCE			DANCE		DANCE		DANCE		
		ASQ 3		ASQ 3			ASQ 3		ASQ 3	
			ASQ: SE 2		ASQ: SE 2		ASQ: SE 2		ASQ: SE 2	
			Infant Health		Infant Health		Infant Health		Infant Health	
										(Last Post Test)

Data Collected at each Home Visit on Encounter Form for Mother and Baby	
Mother	Baby
Referrals made for services needed	Referrals made for services needed
Health Services Used	Health Services Used

ATTACHMENT B-1: BUDGET

Budget Start Date: 07/01/2023

Budget End Date: 06/30/2026

Total Amount: \$1,597,105

FISCAL YEAR 2023-2024		
Category	Description	Amount
Operational Expenses	Home Visits - NFP P10	\$738,475
Operational Expenses	Material Goods - P10	\$30,000
Operational Expenses	Certification & Training NFPx	\$0
SUBTOTAL:		\$768,475.00

FISCAL YEAR 2024-2025		
Category	Description	Amount
Operational Expenses	Home Visits - NFP P10	\$582,605
Operational Expenses	Material Goods - P10	\$26,000
Operational Expenses	Certification & Training NFPx	\$23,037

SUBTOTAL:	\$631,642.00
------------------	---------------------

FISCAL YEAR 2025-2026		
Category	Description	Amount
Operational Expenses	Home Visits - NFP P10	\$183,665
Operational Expenses	Material Goods - P10	\$13,323
Operational Expenses	Certification & Training NFPx	\$0
SUBTOTAL:		\$196,988.00

CATEGORY	DESCRIPTION	UNIT ANNUAL QUANTITY	UNIT COST	FY23/24	FY24/25	FY25/26	TOTAL
Expenses							
Operational Expenses	Home Visits - NFP P10	1355	\$545.00	\$738,475.00	\$582,605.00	\$183,665.00	\$1,504,745.00
Operational Expenses	Material Goods - P10	N/A	N/A	\$30,000.00	\$26,000.00	\$13,323.00	\$69,323.00
Operational Expenses	Certification & Training NFPx	N/A	N/A	\$0.00	\$18,856.00	\$4,181.00	\$23,037.00
Total Budget				\$768,475.00	\$627,461.00	\$201,169.00	\$1,597,105.00

EXHIBIT C-1: PAYMENT PROVISIONS

A. FISCAL

The maximum amount reimbursable over the life of this Contract shall not exceed **\$1,597,105** for the duration of the Contract period as awarded by the Riverside County Children and Families Commission, also known as First 5 Riverside County, (hereinafter the "COMMISSION" or "COUNTY"), provided pursuant to the California Children and Families Act of 1998, also known as Proposition 10.

CONTRACT PERIOD: **07/01/23 – 06/30/26**

1. Method, Time, and Schedule Conditions of Payment

- a. The COMMISSION will disburse funds on a reimbursement payment process based on the Contract Budget (Attachment "B") amount for the applicable fiscal year and monthly report submissions. Payment will be rendered thirty (30) business days from submission of all required documentation and/or the reporting deadline.
- b. Disbursement of any payment of funds to CONTRACTOR shall be made so long as all of the following conditions have been met:
 1. The Contract has been approved by the COMMISSION;
 2. The Contract has been fully executed by all parties;
 3. All applicable licenses to comply with the terms of the SOW are current and valid; and
 4. The CONTRACTOR submits monthly itemized invoices, via the data management system to include the supporting documentation separated by a cover sheet in front of each expense category. Documentation shall include; payroll register or report, time & activity report and/or, timesheets, statement of costs, copy of invoice or receipt, mileage report(s), copy of check(s) or proof of payment; and
 5. COMMISSION staff has reviewed and approved Cost Allocation Plan (if applicable).
- c. Under special circumstances, CONTRACTOR may request advance disbursements. A supplemental disbursement request along with justification must be submitted, in writing, to the Executive Director or designee.
- d. The COMMISSION Executive Director, or designee, reserves the right to withhold or reduce disbursement of funds if CONTRACTOR fails to 1) comply with monthly and/or quarterly reports by the indicated due date as set forth in Section 11 of the Contract; 2) if results achieved are not as projected and no COMMISSION approved plan is in place for improvement; or 3) if the CONTRACTOR is not in compliance with any provision contained within this Contract.
- e. The final funding period amount approved for the applicable fiscal year will be paid based on final expenditures as of June 30th, and reported as of the final deadline to submit program expenditures defined in Section 11. Fiscal and Program Reporting Requirements, A. Fiscal Reporting. Expenditures made after June 30th will not be accepted.

2. Allowable Costs

Funds provided pursuant to this Contract shall be expended by CONTRACTOR in accordance with the Budget.

- a. Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the COMMISSION. CONTRACTOR agrees COMMISSION may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary, or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.
- b. The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food are based on the current IRS allowable rate.
- c. Contractor shall obtain approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by COMMISSION management.

F. Presentations/Action Items – Chair

F.1.25-07: Approve and Adopt the Revised Fiscal Year 2024/2025 Annual Budget and Vendor list of First 5 Riverside County - Patricia Perez, Administrative Services Manager II and Yvonne Suarez, Assistant Director



AGENDA ITEM: 25-07

DATE OF MEETING: January 22, 2025

ACTION:

INFORMATION:

**APPROVE AND ADOPT THE REVISED
FISCAL YEAR 2024/2025 ANNUAL BUDGET AND VENDOR LIST OF
FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION**

SUMMARY OF REQUEST

Approve revised fiscal year 2024/2025 annual budget and vendor list of the First 5 Riverside County Children & Families Commission. These adjustments recognize revenue and expenditure changes since the approval of the budget.

BACKGROUND

On September 11, 2025 (Action Item 24-27), the Commission approved the FY 2024/25 revised annual budget and vendor list. The revised budget reflected adjustments to revenue and expenditures of unspent American Rescue Plan Act (ARPA) funds to support the completion of wage enhancement payments to the Early Childhood Education (ECE) workforce.

Since then, several additional revenue sources have been adjusted. The revised budget reflects an adjustment to the general fund (25800), adjusting revenue by \$1,092,237 from \$28,767,133 to \$27,674,896. Corresponding contract expenditures have also been adjusted by \$1,092,237 from \$34,917,133 to \$33,824,896, with an estimated fund balance draw of \$1,119,459.

Based on Commissioner requests, the projection column was added to the mid-year budget adjustment to further communicate the status of the current budget and the estimated draw from the fund balance.

To further enhance transparency in Commission operations, Action Item 25-05, pending approval, seeks to revise the Contract and Procurement Policy. This update will outline the operational need for specific purchases of goods by authorizing additional exemption

categories. The policy revision also proposes a new category within the special situational section for countywide departmental services and fees.

BUDGET ADJUSTMENT SUMMARY

Revenue Adjustments: A net decrease of \$1,092,237 can be attributed to several key factors. First, CalWORKs funding has been reduced by approximately \$1.8 million. Second, First 5 CA IMPACT (Improve and Maximize Programs so All Children Thrive) Legacy revenue has increased by \$158,201, due to unspent passthrough rollover funds from First 5 San Bernardino, Orange County, and Imperial. Third, there was an unrecognized reduction of \$99,500 for this fiscal year pertaining to Family Resource Center funding from DPSS. Additionally, program revenue recognizes a net increase of \$450,000 driven by a \$550,000 increase from the Commission approved funding agreement with the Inland Empire Health Plan (IEHP) and a \$75,000 decrease in the revenue contract with Riverside County Office on Education (RCOE). Finally, there is an increase of \$211,520 in contributions from other county funds from Unincorporated Communities Initiative, which were unused from the previous fiscal year.

Expenditure Adjustments: Due to the reduction in CalWORKs funding, related expenditures have been adjusted accordingly. The FY24-25 budget originally allocated approximately \$1 million as a placeholder for additional CalWORKs home visiting contracts. This allocation has been removed.

RECOMMENDED ACTION

That the Commission:

1. Approve the revised FY 2024/2025 budget (25800) as proposed; and
2. Receive and file First 5 Riverside County Second Quarter Financial Highlights
3. Authorize the Executive Director or Designee to:
 - a. Expend funds for the vendors noted below under the Operational Expense section of this budget.

Table A. Vendor List

Vendor – Description	Total
Action Item – 25-08	
City of Temecula – Swim Lessons	\$ 49,978
Comprehensive Autism Center – Early Explorers Program	\$ 34,114
Family YMCA of the Desert – Swim Lessons	\$ 50,000
Teachstone – Training for Region 9 HUB	\$ 63,500
Riverside Convention Center – QEL Conference	\$ 100,000
Hexagramm – DLL Books	\$ 50,000

Book Vine – Learning Materials	\$ 50,000
Lysnn – Motivational interviewing training licenses	\$ 49,900
RCIT – Microsoft Licenses	\$ 110,000
Revised Totals	
Total Plan and/or GM Business Interiors – Office Reconfigurations	\$ 200,000
Lakeshore Equipment Company-Learning Materials	\$ 75,000
Discount School Supply-Learning Materials	\$ 75,000
CM School Supply-Learning Materials	\$ 75,000
Sidekick Solutions – A360 IT Development & TA	\$ 75,000

- b. Accept or reject interdepartmental transfers (journal entries) for ISF and county operational costs.
- c. Execute documents, contracts, and amendments, including coordination of appropriate actions to expend funds in accordance with established Commission policy and as set forth in the attached budget.

ATTACHMENTS

1. FY 2024/2025 Revised Budget Summary Fund 25800
2. FY 2024/2025 Cumulative Vendor List
3. First 5 Riverside County Second Quarter Financial Highlights

Riverside County Children & Families Commission
FY 2024/2025
First 5 Riverside County Revised Budget Summary

938001-25800 (Prop 10 Fund)

DESCRIPTION	ACCOUNT	ORIGINAL FY 24/25 BUDGET	ADJUSTMENTS	REVISED FY24/25 BUDGET	ACTUALS AS OF 12/31/24	PROJECTIONS THROUGH 06/30/25
REVENUE						
Interest-Invested Funds	740020	\$ 600,000	\$ -	\$ 600,000	\$ 367,005	\$ 868,019
GASB 31 FMV - ACFR Only	740200	-	-	\$ -	\$ 363,636	\$ 500,000
CA-Tobacco Tax Prop.10	754000	12,450,000	-	\$ 12,450,000	\$ 4,734,516	\$ 11,576,455
CA-Prop 56 Tobacco Act 2016	754020	3,650,000	-	\$ 3,650,000	\$ -	\$ 3,650,000
IMPACT	755870	4,000,126	158,201	\$ 4,158,327	\$ 6,067	\$ 4,158,327
Reimbursement For Services (CalWORKs)	777520	5,292,507	(1,812,458)	\$ 3,480,049	\$ 555,583	\$ 3,480,049
Reimbursement Of Salaries (FRCs)	777540	2,599,500	(99,500)	\$ 2,500,000	\$ 833,725	\$ 2,500,000
Program Revenue (RCOE, IEHP)	781480	175,000	450,000	\$ 625,000	\$ -	\$ 625,000
Contrib Fr Other County Funds (UCI)	790600	-	211,520	\$ 211,520	\$ -	\$ 211,520
TOTAL REVENUE		\$ 28,767,133	\$ (1,092,237)	\$ 27,674,896	\$ 6,860,532	\$ 27,569,370
APPROP 1 - Salaries and Benefits	51xxxx	8,148,696	-	\$ 8,148,696	\$ 3,436,487	\$ 8,075,564
APPROP 2 - Services and Supplies	52xxxx	1,206,244	-	\$ 1,206,244	\$ 370,514	\$ 1,157,994
APPROP 2 - ISF & County Operational Costs	52xxxx	1,447,175		\$ 1,447,175	\$ 1,087,230	\$ 1,470,323
APPROP 2 - Contracts and MOUs	525440/527980	24,115,018	(1,092,237)	\$ 23,022,781	\$ 5,979,645	\$ 17,984,948
TOTAL EXPENDITURES		\$ 34,917,133	\$ (1,092,237)	\$ 33,824,896	\$ 10,873,876	\$ 28,688,829
VARIANCE		\$ (6,150,000)	\$ -	\$ (6,150,000)	\$ (4,013,344)	\$ (1,119,459)

	Vendor	Description	Action Item #	Commission Meeting Date	Approval by	Total	Action Item #	Commission Meeting Date	Approval by	Additional	Revised Total	YTD Expenditures as of 12/09/24
1	First 5 Association of California	Membership	24-15	05/08/24	Commission	\$ 50,000						\$ 50,000
2	Totalplan and/or GM Business Interiors	Office Reconfigurations	24-15	05/08/24	Commission	\$ 100,000	25-08	01/22/25	Commission	\$ 100,000	\$ 200,000	\$ 60,997
3	LakeShore Parent LLC	Learning materials	24-15	05/08/24	Commission	\$ 50,000	25-08	01/22/25	Commission	\$ 25,000	\$ 75,000	\$ -
4	Discount School Supply	Learning materials	24-15	05/08/24	Commission	\$ 50,000	25-08	01/22/25	Commission	\$ 25,000	\$ 75,000	\$ -
5	CM School Supply	Learning materials	24-15	05/08/24	Commission	\$ 50,000	25-08	01/22/25	Commission	\$ 25,000	\$ 75,000	\$ -
6	Kristin Gist Consulting	CHD Consulting	D.2	09/11/24	Executive Director	\$ 50,000						\$ 12,000
7	Sidekick Solutions LLC	A360 IT Development & TA	D.2	09/11/24	Executive Director	\$ 49,940	25-08	01/22/25	Commission	\$ 25,060	\$ 75,000	\$ 25,610
8	Crash Creative	Videography	D.2	09/11/24	Executive Director	\$ 30,500						\$ -
9	City of Temecula	Swim lessons	25-08	01/22/25	Executive Director	\$ 49,978						\$ 7,680
10	Comprehensive Autism Center	Early Explorers Program	25-08	01/22/25	Executive Director	\$ 34,114						\$ 4,330
11	Family YMCA of the Desert	Swim lessons	25-08	01/22/25	Executive Director	\$ 50,000						\$ -
12	Teachstone Training LLC	Training - Reg 9 HUB	25-08	01/22/25	Commission	\$ 63,500						\$ 18,150
13	Riverside Convention Center	QEL Conference	25-08	01/22/25	Commission	\$ 100,000						\$ -
14	Hexagramm	DLL Books	25-08	01/22/25	Commission	\$ 50,000						\$ -
15	Book Vine	Learning materials	25-08	01/22/25	Commission	\$ 50,000						\$ -
16	Lysnn	Motivational interviewing training licenses	25-08	01/22/25	Executive Director	\$ 49,900						\$ -
17	RCIT	MicroSoft Licenses	25-08	01/22/25	Commission	\$ 110,000						\$ -

F.1.a. **Receive and File** - First 5 Riverside County Second Quarter Financial Highlights

RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION - FIRST 5 RIVERSIDE COUNTY
FY 24/25 - 2nd QUARTER
 (July 2024 - December 2024)

Revenue and Expenditure Balances

	Year-To-Date Budget <small>(Pending Commission Appvl)</small>	Actuals as of 12/31/24	Projections through 06/30/25
Revenues			
740020 Interest-Invested Funds	\$ 600,000	\$ 367,005	\$ 868,019
740200 GASB 31 FMV - ACFR Only	\$ -	\$ 363,636	\$ 500,000
754000 CA-Tobacco Tax Prop.10 (+CECET+SMIF)	\$ 12,450,000	\$ 4,734,516	\$ 11,576,455
754020 CA-Prop 56 Tobacco Act 2016	\$ 3,650,000	\$ -	\$ 3,650,000
755870 IMPACT (F5CA Initiatives)	\$ 4,158,327	\$ 6,067	\$ 4,158,327
777520 DPSS (CalWORKs)	\$ 3,480,049	\$ 555,583	\$ 3,480,049
777540 DPSS (FRCs)	\$ 2,500,000	\$ 833,725	\$ 2,500,000
781480 Program Revenue (RCOE, IEHP)	\$ 625,000	\$ -	\$ 625,000
790600 Contrib Fr Other County Funds (CID)	\$ 211,520	\$ -	\$ 211,520
Total Revenues	\$ 27,674,896	\$ 6,860,532	\$ 27,569,370
Expenditures			
Approp 1 Salaries & Benefits	\$ 8,148,696	\$ 3,436,487	\$ 8,075,564
Approp 2 Services & Supplies	\$ 25,676,200	\$ 7,437,389	\$ 20,613,265
Total Expenditures	\$ 33,824,896	\$ 10,873,876	\$ 28,688,829
Total	\$ (6,150,000)	\$ (4,013,344)	\$ (1,119,459)

Expenditure Allocation

Program		8,572,298	25%
CalWORKs Home Visit Initiative	42200	1,337,440	
IMPACT	92930	264,214	
Comprehensive Health & Development	92945	2,073,174	
Quality Early Learning	92950	1,144,829	
Resilient Families	92960	762,229	
RCOE	92965	6,041	
HUB	92970	566,146	
Family Resource Centers	92975	1,905,100	
Countywide Programs	92980	513,125	
Evaluation		477,559	1%
Evaluation	81250	477,559	
Administration		1,824,019	5%
Countywide Impact	92955	1,824,019	
		10,873,876	32.1%

Administration	1,824,019
Evaluation	477,559
Program	8,572,298

PERCENTAGE OF COST BY DEPARTMENT

Within approved cap of 13% (Action Item #18-13)

In Q2, December and a portion of November program expenditures are not recognized in the general ledger until Q3. Prop 10 revenue includes July to November. Projections for Prop 10 include reductions for the fiscal year based on average monthly receipts and decline due to the flavor ban's impact on tobacco tax. Prop 10 projections also include E-Cigarette tax. Prop 56 backfill has not been received. Revenue projections include pass-thru funds of approximately \$2.3M in revenue and corresponding expenditures.

EXPENDITURES BETWEEN \$25K - \$50K

Per Action Item #17-24 (December 2017), identify vendors authorized for payment > \$25K.

F.2. **25-08**: Ratify and Approve Amendment with Riverside County Office of Education (RCOE) for Quality Start Riverside County (QSRC) Collaborative Support Services from July 1, 2023 – June 30, 2025 (**AGREEMENT NO. C1009211**) [**\$150,000 - RCOE STATE FUNDS**]



AGENDA ITEM: 25-08
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

**RATIFY AND APPROVE AMENDMENT WITH RIVERSIDE COUNTY OFFICE OF
EDUCATION (RCOE) FOR QUALITY START RIVERSIDE COUNTY (QSRC)
COLLABORATIVE SUPPORT SERVICES
FROM JULY 1, 2023 – JUNE 30, 2025
(AGREEMENT NO. C1009211)
[\$150,000 – RCOE STATE FUNDS]**

SUMMARY OF REQUEST

Ratify and Approve Amendment with Riverside County Office of Education (RCOE) (Agreement NO. C1009211) for a decrease from \$175,000 to \$150,000 in revenue to support the provision of Quality Start Riverside County (QSRC) collaborative support services effective July 1, 2023 – June 30, 2025.

BACKGROUND

Commission acceptance of these revenue funds ensures services are provided to support the QSRC partnership with RCOE, supports the data system and sustainability planning for continuous improvement of program quality at early learning sites, and use of space by Riverside County Superintendent of Schools Staff at the Mecca Family Resource Center.

First 5 Riverside County and Riverside County Office of Education (RCOE) formed a partnership to build and implement Quality Start Riverside County (QSRC). This collaborative work began in 2015 through First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) and continues today through the Quality Counts California Local Consortia and Partnership Grants (QCC). Through this partnership, First 5 Riverside County will support and manage the data system for reporting on QSRC-related activities, develop communication materials for stakeholder engagement, and maintain contracted consulting services to develop a QSRC strategic and sustainability plan.

The agreement has been amended to reflect an average invoice amount of \$75,000 per Fiscal Year. As a result, the contract value has been reduced from \$175,000 to \$150,000 and extended by one year. For Fiscal Year 2023/2024, the revenue funds invoice amount was \$76,356.05, leaving a revenue fund balance of \$73,643.95 for Fiscal Year 2024/2025.

July 17, 2023 (Action Item 23-39): Riverside County Children & Families Commission approved Agreement C1009211 for an amount not to exceed \$175,000 in revenue for July 1, 2023 – June 30, 2024.

March 10, 2021 (Action Item 21-09): Riverside County Children & Families Commission approved the acceptance of revenue funds to support the provision of coaching services for Quality Start Riverside County.

RECOMMENDED ACTION

That the Commission:

1. Ratify and approve amendment with Riverside County Office of Education (Agreement C1009211) for Quality Start Riverside County (QSRC) Collaborative Support Services for an amount not to exceed \$150,000 in revenue effective July 1, 2023 – June 30, 2025; and
2. Authorize the Executive Director, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of C1009211, on behalf of the Commission including modifications of the statement of work that stay within the intent of said contract without requiring further action from the Commission.

BUDGET IMPACT

The FY 2024-2025 Budget will be adjusted to reflect the reduction in the RCOE funding agreement.

STRATEGIC PLAN RELEVANCE

Priority Goal Area 1: Quality Early Learning (92965)

POTENTIAL CONFLICTS OF INTEREST

Commissioner Edwin Gomez, Ed D. Superintendent, Riverside County Office of Education

ATTACHMENTS

1. Amendment Agreement C1009211, Riverside County Office of Education

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 Thirteenth Street
Riverside, CA 92501

Agenda Item F
Presentations/Action Items 2
25-08:Attachment

MODIFICATION
Early Care and Education

This is modification number **one (1)** to Agreement Number C1009211, by and between **Riverside County Superintendent of Schools**, hereinafter referred to as "SUPERINTENDENT", and **Riverside County Children and Families Commission**, hereinafter referred to as "CONTRACTOR", for **coaching assessment and system development services**.

This Agreement is modified in accordance with the modification clause.

Extend the term of the Agreement through June 30, 2025. Total amount of the Agreement shall not exceed \$150,000.00.


All other terms and conditions of this Agreement shall remain the same.

The total amount of this Agreement, including this change: **\$150,000.00**

CONTRACTOR'S signature is required on this modification.

Riverside County Superintendent of Schools
3939 Thirteenth Street
Riverside, CA 92501

Riverside County Children and Families Commission
585 Technology Court, Suite A
Riverside, CA 92507



Authorized Signature



Authorized Signature

JoAnne Lauer, Assistant Superintendent
Division of Early Educational Services

Printed Name and Title

Tammi Graham, Executive Director

Printed Name and Title

Date 10/29/24

Date 10/28/2024

FORM APPROVED COUNTY COUNSEL
BY KRISTINE BELL-VALDEZ DATE _____

G. Future Agenda Items:

- G.1. First 5 Riverside County Strategic Plan Annual Review and Public Hearing
- G.2. First 5 Riverside County 2025 Policy Priorities
- G.3. Home Visiting Presentation
- G.4. First 5 California Annual Report Annual Review and Public Hearing

- H. **Adjournment:** Adjournment to the next Regular Meeting of the Riverside County Children and Families Commission to be held on March 12, 2025 beginning at 2:00 p.m. at: First 5 Riverside County Children and Families Commission Office 585 Technology Court - Conference Room A Riverside, CA 92507

Conflict of Interest: Any person, or group of persons present at this meeting, who wish (es) to speak on a matter may be required to state for the record any contributions, in excess of \$250.00 made in the past (12) twelve months, made to any Commission member, the Commission member receiving the contribution, and the matter of consideration with which they are involved.

Agenda Posting: Agendas will be posted at the Clerk of the Board of Riverside County and the Commission Business Office.

All public record documents for matters on the open session of the Agenda are available for inspection at the meeting listed in this Agenda, and at the following location beginning three (3) days prior to the meeting date:

**Riverside County Children and Families Commission
585 Technology Court
Riverside, CA 92507**

If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.